Judicial Information Systems

District Court System Cash User Guide 2004

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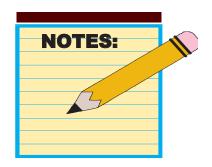
Judicial Information Systems District Court System Cash User Guide - 2004

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1410111G3 DY 4G11UG	

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Getting Started

In this chapter you are introduced to the JIS Cash Module.

System Overview

The Cash Module provides the means to handle cash payments, enter dispositions, eliminate the need for duplicate transactions in the Traffic/Criminal and Civil Modules, close/paydown bonds, close cases and provides internal accounting and statistical controls.

The Cash Module is separated into the following sections:

- 1. Cash Transactions
- 2. Reports
- 3. Code Files Update
- 4. Code Files Print
- Report Generator

The Cash Program accepts and validates daily cash, check, credit card and ATM transactions. The transactions are processed through one or two cash drawers per terminal. The program will maintain daily cash totals for each drawer, terminal and cashier. After entering disposition and payment information, the information is applied to the case <u>immediately</u>.

The Code Files Update and Print functions allow the user to add or change cash accounts, venues, hot keys, transmittal information, trust and agency accounts, receipt heading and check endorsements. Prior to implementation, all these files are set up to individual court specifications.

The Cash Reports program will produce numerous reports. These reports can be requested at any time during the day and all users may continue to work on the system. The reports available through the Cash Module are:

- Cash Detail
- Adjustments
- Assessment Adjustments
- Cash/Case Un-matched
- Closed Balance Due
- Monies by Venue
- SOS Clearances
- Crime Victims
- Court Summary

- Transmittal (State & Local)
- Code/Payer Audit
- Outstanding Receivables
- Payment Distribution
- Account Activity
- · Check Register
- Bond/Restitution/Trust/T&A
- Summary Totals
- Pending Open Bonds List

The Report Generator program is designed to allow the courts flexibility in obtaining database information that may not be contained in other system reports. These reports would be relating to monies assessed and/or collected.

Setting Up Authorized Cashiers and Passwords

Before the Cash System will allow a cashier to process cash transactions, that cashier must have an authorized password. These passwords will be set up by JIS staff at the time of implementation. The court administrator will be given the sign-on used to enter the cash passwords.

The menu displayed below will appear after using the Administrative sign-on. Select Option **3** (Authorized Cashiers and Passwords) and press **ENTER**.

System File and Program Authority Update

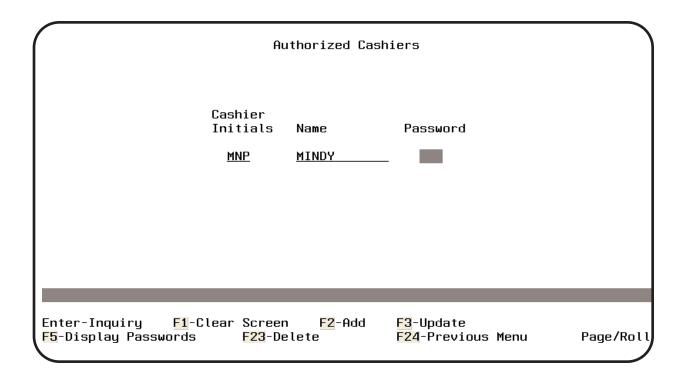
2003/1 DCS

- 1. Security/Program Access
- 2. System File Inquiry/Update
- 3. Authorized Cashiers & Passwords
- 4. AFP/HPT Printer Maintenance
- 5. Warrant/Ticket Upload to Case Entry Authority
- 6. SOS Code File Update
- 7. SOS Code File Print
- 8. Professional File Reassignment
- Enter Selection

nter-Continue <mark>F24</mark>-Previous Menu

Page 1-3

After selecting Option 3, the following screen will appear:



Enter the initials, name and "blind" password of the cashier that is being authorized to process cash transactions. Press **F2-Add**. The blind password **may not** be the same as the cashiers initials **or** the same initials of any user on the system. A cash password can be numeric, alphabetic or a combination of both.

Type cashiers initials and:

 Press ENTER to inquire if a cashier is in the file or to bring up cashier's name

- Press F3 to update a current cashier
- Press F5 to view the blind password
- Press F23 to delete a cashier
- Press F24 to exit to the previous menu
- Page/Roll allows you to scroll through all cashiers

After the process is complete, cashiers can begin processing cash transactions.

Note: Cashier may need to open for individual. See page 2-4

Accessing the Cash System

To access the Cash system, sign-on to the District Court System using the User I.D., e.g. D9900D1, and Password that have been assigned specifically for cash. Select Option 1 (District Selection Menu) and press **ENTER**. Then select Option 3 (Cash) and press **ENTER**.

Once you are in the Cash Program, the menu displayed below will appear. Select one of the options and press **ENTER**.

Cash, Option 1, will allow you to process cash transactions. Option 2, Reports, will allow you to request specific cash reports. Code Files Update, Option 3, will take you to the Cash Codes Update Menu, allowing the user to add, delete, or modify current cash codes, hotkeys, transmittal, venue file, trust & agency set up and receipt information. Option 4, Code Files Print, allows you to print the items in the Cash Codes Menu. Report Generator, Option 5, allows you to define and create reports pertaining to cash as needed.

HAPPY VILLAGE State Court Administrative Office Cash Subsystem Select one of the following: 1. Cash Online 2. Reports 3. Code Files Update 4. Code Files Print 5. Report Generator Option: ■ F24-Previous Menu

Page 1-5



Cash Online Cash Transaction Processing Menu

In this chapter you will review all the options on the Cash Transaction Processing Menu.



To access the Cash Transaction Processing Menu, select Option **1** from the Cash Subsystem Menu. The Cash Transaction Processing Menu is displayed below:

CASH TRANSACTION PROCESSING 1. OPEN FOR DAY 7. VOID / RE-RING 2. OPEN FOR INDIVIDUAL 8. RUNNING TOTALS - CASHIER? ___ 3. CLOSE FOR DAY 9. PRINT AUDITOR'S TOTAL 4. CLOSE FOR INDIVIDUAL 10. PRINT ADJUSTMENTS 5. CASH TRANSACTION 11. RE-PRINT RECEIPT 20. RECONSTRUCT SELECTION. ___ Enter-Continue F24-Previous Menu Help

Type your option number in the selection field and press **ENTER**.



Press the *Help* key (or Alt/F1) for more information on this screen.

Open for Day

Displayed below is an example of the Open for Day Screen. To open for day, select Option 1 from the Cash Transaction Processing Menu. Enter the initials of the cashiers (not the secret cash passwords) that are allowed to process cash transactions and the cash drawer to which they are assigned. Cash drawers can be assigned as either Drawer A or B.

When you have entered all the cashiers that will be running cash receipts for that day, press **ENTER**. An Open for Day verification receipt will print showing the next receipt number to be used. The top of the screen will show the "Open For" date and time of day. The date will default to the current date; however, you can open for the next valid business date. You **cannot** open for a date prior to the current date.

<u>JIS-SOUTHFIELD</u>)		
		OPEN FOR DAY	
	DATE: <u>21704</u>	Time:	11:34:07
	CASHIER		DRAWER
	1. <u>OMH</u> 2. <u>LT</u> 3. <u>LAM</u>		<u>A</u> A A
	4. KMG		<u>A</u> —
	5. <u> </u>		_ _ _
Enter-Continue	e F1-Cash Menu H	lelp	

In addition to the cashier initials, there is a "blind" password attached to each cashier that is authorized for Cash. The "blind" password will be entered on the Cash Transaction Screen for every transaction, but will not display on the screen.

The cashier name and password is set up by the system administrator using a special administrative sign-on (see Chapter 1).

Open for Individual

Displayed below is an example of the Open for Individual Screen. To Open for Individual, select Option **2** from the Cash Transaction Processing Menu. Enter the initials of the individual cashier that is allowed to process cash transactions and the cash drawer to which they are assigned. Cash drawers can be assigned as either Drawer A or B. Use this screen when adding a cashier to the list **after** you have already opened for the day.

When you have entered all the required information, press **ENTER** to continue. This will produce a receipt for the transaction.

HAPPY VI	LLAGE	
		OPEN FOR INDIVIDUAL
	DATE: <u>13104</u>	Time: 11:29:16
	CASHIER	DRAWER
	1. <u>OMH</u> 2. <u>LAM</u> 3. <u>KMG</u>	<u>ብ</u> <u>ብ</u> <u>ብ</u>
	4. <u>BKD</u> 5. <u>■</u> 6 7 8	<u>н</u> – –
	8	_ _
Enter-Co	ntinue F1-Cash Menu	u Help

Close for Day

Displayed below is an example of the Close for Day Screen. To close for the day, select Option **3** from the Cash Transaction Processing Menu.

JIS-SOUTHFIELD

--- CLOSE FOR DAY ---

DATE: 2/17/04

Enter-Continue F1-Cash Menu Help

Once you are on this screen, press **ENTER** to print the Close for Day totals that are used to verify monies in each register drawer and return to the Cash Transaction Processing Menu.



Note: If clerk accidentally closes for the day, you can re-open for that same business date, process more transactions and close for the day again. The subsequent totals will be cumulative (including <u>all</u> receipts processed for that business date).

✓ Close for Day Printout

The following information will be on the Close for Day receipt.

- Verification that all receipts for the day are intact (100% Certification).
- Show Reconstruct and Nullified receipt(s). They are not included in totals. Both are caused by a hardware failure. However, the user should research the receipt to determine its status for accounting purposes.
- Produces a summary of adjustments (voids and rerings) for the day.
- Produces drawer and register totals.
- Produces an Amount Type Breakdown.
- Produces Accounts Breakdown.
- Produces Venue Totals.
- Produces Totals for Bonds/Restitution/Trust and any T & A accounts
- Produces Grand Total Amounts for each account deposit.
- Prints the next receipt number that will be used for the register.

CLOSE FOR DAY - RECEIPT

JIS DISTRICT COURT 27777 FRANKLIN, SUITE 1300 SOUTHFIELD, MI 48432

(248) 352-8990

12/10/03 7:21 DATABASE CERTIFICATION

12/10/03 7:21 100% -CERTIFICATION- 100%

12/10/03 7:21 DAILY ADJUSTMENTS SUMMARY

ORIGINAL RECEIPT: 12/10/03 KJS A D150241 VOIDING RECEIPT: 12/10/03 KJS A D150266 CASH TNDRD -150.00 RE-RING RECEIPT: 12/10/03 KJS A D150267 **CASH TNDRD** 50.00 ORIGINAL (PRIOR): 12/05/03 DCP A D150236 VOIDING RECEIPT: 12/10/03 DCP A D150251 **CASH TNDRD** -75.00 RE-RING RECEIPT: 12/10/03 KJS A D150252 **CASH TNDRD** 75.00 ORIGINAL RECEIPT: 12/10/03 LBJ A D150276 VOIDING RECEIPT: 12/10/03 LBJ A D150279 **CASH TNDRD** -20.00 ORIGINAL (PRIOR): 12/05/03 LBJ A D150231 VOIDING RECEIPT: 12/10/03 LBJ A D150287 **CASH TNDRD** -10.00 ORIGINAL (PRIOR): 12/05/03 KJS A D150234 VOIDING RECEIPT: 12/10/03 KJS A D150289 CHECK TNDRD -500.00

DRAWER B

REGISTER

NET ADJUSTMENTS: DRAWER A

Database Certification:
certifies that all payments were recognized. Make sure it says 100%. If it doesn't, follow the instructions given. You will NOT balance if it's not 100%

- Daily Adjustments Summary:
 lists all voids and re-rings for the register, and indicates in which drawer(s) the adjustments were made
- Original Receipt: indicates the original receipt was rung today (the day you are open for cash transactions)
- Voiding Receipt: the receipt that voided the original
- Re-Ring Receipt: the receipt rang to correct an error
- Original (Prior): the receipt was originally rung on a day prior to the day you are open for cash transactions
- Net Adjustments: the difference between the total amount of voids and re-rings
- If there were no voids or rerings, the Net Adjustments for Drawers A & B would be 0.00

Page 2-7

-630.00

-630.00

0.00

Close for Day - Receipt (continued)

Breakdown totals for Drawer A

Deposit Column

Use this column to balance monies in drawer --- cash to cash, checks to checks, etc.

Breakdown totals for Drawer B

Note: If Drawer B is

not used, it will not

print.

Breakdown totals for Register D1

This column reflects the number of transactions that make up the totals in the Deposit Column.

99TH DISTRICT COURT 27777 FRANKLIN, SUITE 1300 SOUTHFIELD, MI 48432 (248) 352-8990

NEXT RECEIPT NUMBER TO BE USED: D150293 12/10/03 7:21 CLOSE DAY

		1			
D1 - DRAWER:	Α	12/10/03		ALL ACTIVITY	
CASH		5610.50	35	5100.50	39
CHECK		1988.00	10	1988.00	10
ATM CARD		0.00	0	0.00	0
CRED CARD		0.00	0	0.00	0
OTHER		735.00	4	735.00	4
TOTAL MONIES		7333.50	52	7823.50	56
VOIDS		-170.00	2	-755.00	5
RE-RING		50.00	1	125.00	2
TRAFFIC/CRIMINA	L	7615.00	35	7605.00	38
CIVIL		685.00	12	185.00	13
MISCELLANEOUS		33.50	4	33.50	4
D1 - DRAWER:	В	12/10/03		ALL ACTIVITY	
CASH		1000.00	1	1000.00	1
CHECK		0.00	0	0.00	0
ATM CARD		0.00	0	0.00	0
CRED CARD		0.00	0	0.00	0
Same as Drawe	er A				
REGISTER - D1:	12/10/02			ALL ACTIVITY	
INLUISTER - DT.	12/10/03			ALLACIIVIII	

5610.50 5100.50 40 CASH 36 CHECK 1988.00 1988.00 10 10 ATM CARD 0.00 0 0.00 0 CRED CARD 0.00 0 0.00 0 735.00 OTHER 735.00 4 4 TOTAL MONIES 8333.50 52 7823.50 56 **VOIDS** -170.00 2 -755.00 5 **RE-RINGS** 125.00 2 50.00 1 TRAFFIC/CRIMINAL 7615.00 36 7605.00 39 CIVIL 685.00 185.00 13 12 **MISCELLANEOUS** 33.50 33.50

7333.50

1000.00

DRAWER A TOTALS:

DRAWER B TOTALS:

Close for Day - Receipt (continued)

AMOUNT TYPE BREA	VKDO/WNI	12/10/03		ALL ACTIVI	TV
ORDNCE F & C	MYOR	464.00	7	464.00	9
	_		-		
CRIME VICTIM	MYCV	210.00	5	210.00	5
RESTITUTION	MYRS	200.00	1	200.00	1
PENAL FINES	MYSF	439.00	6	429.00	7
PENAL COSTS	MYFE	408.00	7	408.00	7
STATE COSTS	JSSS	135.00	3	135.00	3
STATE COSTS	JSTC	236.00	10	266.00	10
PENALTY-STATE	PNLT	25.00	1	25.00	1
20% LATE FEE	LATE	83.00	3	83.00	3
CLR FEE/DLRF	DLRF	100.00	4	100.00	4
CLR FEE/DLRJ	DLRJ	80.00	4	80.00	4
BOND FORFEIT	BD04	920.00	1	920.00	1
ATTORNEY FEE	MFAT	50.00	3	50.00	3
COSTS ASSESSED	MFCS	200.00	1	200.00	1
PROB OVERSIGHT	PBOF	310.00	4	310.00	4
PROB SCRN FEE	PBSF	75.00	1	75.00	1
CASH BOND	BT01	3550.00	5	3550.00	5
10% BOND DEP	BT02	100.00	2	100.00	2
CIVIL FLG/CT	CVL3	232.00	5	232.00	5
CIVIL FLG/ST	STF3	335.00	5	335.00	5
MOTION FEE	MOTN	40.00	2	40.00	2
JURY DEMAND	JURY	50.00	1	50.00	1
WRIT FEE	WRIT	15.00	1	15.00	1
GARNISH FEE	GARN	15.00	1	15.00	1
MAILING FEE	MAIL	7.50	1	7.50	1
MARRIAGE FEE	LOVE	30.00	3	30.00	3
FORM FEE	FORM	3.50	7	3.50	7
TOTAL ALL MONIES		8333.50	139	7823.50	145

The Amount Type Breakdown reflects the totals for each cash code. The description comes from the Cash Codes Update *Description on Receipt* field.

In this example \$210 represents the total amount of Crime Victims Fee collected on 12/10/03.

ALL ACTIVITY

Close for Day (continued)

ACCOUNTS BREAKDOWN

Account ID and percentage breakdowns from the Code File

The All **Activity column** identifies adjustments made to each account based on prior day voids and re-rings

If a receipt from a prior day for \$100 is voided and there is no re-ring, the All Activity column will be \$100 less than the current day column

	ACCOUNTS BILLARDON	VIN	12/10/03		ALLACITY	''
	(BONDS)	100	3650.00	7	3150.00	9
١	(RESTITUTION)	100	200.00	5	200.00	5
1	*PN FINE	100	439.00	6	429.00	7
l	*228.30	60	60.00	4	60.00	4
	*228.37	90	189.00	7	189.00	5
	*228.42	50	20.00	1	20.00	1
	*228.57	75	60.00	5	60.00	5
	*228.58	100	335.00	5	335.00	5
	*228.59	100	371.00	14	371.00	14
	ATTY FEE	100	50.00	3	50.00	3
	BOND FORF	100	920.00	1	920.00	1
1	C VICTIM	100	21.00	5	21.00	5
	CIVIL	100	232.00	4	232.00	4
	ORDIN-CTY	67	310.88	7	310.88	7
ı	CT COSTS	100	200.00	1	200.00	1
1	FORM FEE	100	3.50	7	3.50	7
	GARN FEE	100	15.00	1	15.00	1
	JURY FEE	80	40.00	1	40.00	1
	MAIL FEE	100	7.50	1	7.50	1
	MARRIAGE	100	30.00	3	30.00	3
	MOTN FEE	50	20.00	1	20.00	1
	OVERSITE	100	310.00	4	310.00	4
	PENALTY	100	25.00	1	25.00	1
	PEN COST	100	408.00	7	408.00	7
/	SCRN FEE	100	75.00	1	75.00	1
	SOS FEE	40	60.00	4	60.00	4
	WRITS	100	15.00	1	15.00	1
	01 ORD F&C	33	84.81	4	84.81	4
	14 ORD F&C	33	68.31	3	68.31	3
	20% LATE	100	83.00	3	83.00	3
	TOTAL OF ACCOUNTS		8333.50	163	7823.50	173

12/10/03



The most common reasons the amounts may not be equal is because of voids and re-rings.



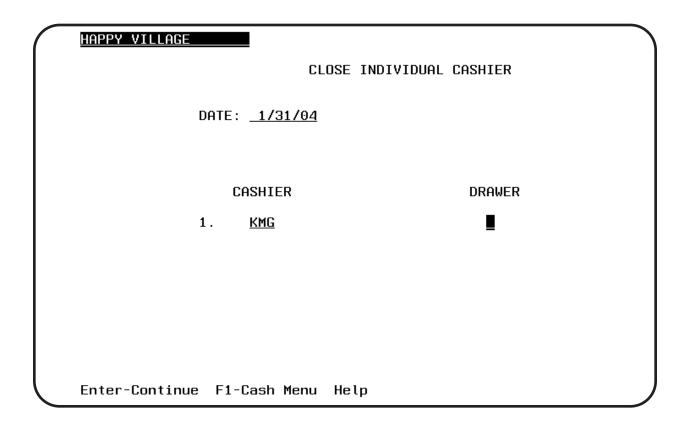
Note: The amount in the left column is the amount that should be in your cash drawer.

Close for Day - Receipt (continued)

	VENUE, T&A AND DEPOSIT 1	TOTALS 12/1	0/03	ALL ACTIVI	TY
Individual venue	TOTAL VENUE 01	84.81	4	84.81	4
totals	TOTAL VENUE 14	68.31	3	68.31	3
Totals for Bonds, Restitution, Trust	TOTAL BONDS	3650.00	7	3650.00	7
and T&A type monies	TOTAL RESTITUTION	200.00	1	200.00	1
Inonies					
This should be	TOTAL DEPOSITORY ACCT	4294.00	154	4294.00	154
the deposit	TOTAL TRUST & AGENCY	4039.50	9	4036.50	9
totals for each "bank" account.	GRAND TOTAL ALL ACCTS	8333.50	163	8333.50	163
					ĺ

Close for Individual

Displayed below is an example of the Close Individual Cashier screen. To close for an individual, select Option **4** from the Cash Transaction Menu. This screen is used to close an individual cashier <u>prior</u> to closing the entire cash register for the day.



Type the initials and assigned drawer of the cashier that is closing for the day and press **ENTER**. A receipt will print and you will return to the Cash Transaction Processing Menu. Press **F1** if you do **not** want to close a cashier for the day and wish to return to the Cash Transaction Processing Menu

Cash Transaction - Part One

Displayed below is an example of the first part of the Cash Transaction Screen. To access this screen, select Option **5** from the Cash Transaction Processing Menu.

_							
PASSWD Po Count							
Plea Disp Comment				mt	_ ROA? _	PoDate .	13104
Bond posting: BOND PAYDOWN: Actn Amoun Actn Amoun	Receipt# it	Date _ _ Chk#1	N	ame			
<u>HAPPY VILLAGE</u>							
Enter-Verify	F1-Cash Menu	ı F6-Multi F	Rcpt F12	-Paym He	elp		j

Field Definitions

Passwd The password is required. It must be the secret password

associated with a cashier's initials. This password will not be dis

played on the screen.

PoCode Proceeding Code field is required for Traffic/Criminal transactions.

The most commonly used codes are bolded:

AP = Arraignment/Pre-Trial Held

AR = Arraignment Held AW = Arraignment Waived

BW = Arraignment on Bench Warrant Held CC = Hearing Held for Contempt of Court

CH = Competency Hearing Held EV = Evidentiary Hearing Held

EX = Examination Held
FH = Formal Hearing Held
HD = Proceeding Heard
HE = Proceeding Held

IH = Informal Hearing Held
JS = Jury Selection Held

JT = Jury Trial Held

MN = Monetary TransactionMO = Hearing on Motion HeldMS = Miscellaneous Action

PE = Pre-Examination Hearing Held

PL = Plea Hearing Held
PP = Partial Payment Made

PT = Pre-Trial Held

PV = Probation Violation Hearing Held

RH = Review Hearing Held

RM = Remanded from Circuit Court to District

SC = Show Cause Held

SH = Sentence Hearing Held

TR = Trial Held

VB = Violation Bureau Action

Case

The Case "number" field is required for traffic/criminal and civil division receipts. It is OPTIONAL if the transaction is a bond posting. Case number is not required for the miscellaneous division.

Div The Division is a required field. Valid options are:

T Traffic/Criminal

C Civil

M Miscellaneous

Pty This field defaults to "D01" for Traffic/Criminal and "P01" for Civil.

Valid entries for Traffic/Criminal are D01 - D99.

Valid entries for Civil are D, E, F, G, H, I, P, Q, R or S followed by

two numerals, i.e. D02.

Type This is a display only field indicating the case type.

Status This is a display only field which indicates case status, i.e. pend-

ing, disposed, closed, probation or warrant.

Count For Traffic/Criminal cases only. It will default to count 01. If

entered, it must be a **2 digit numeric in the range of 01-99.**Upon pressing enter, a short description of the charge/count will

be displayed.

Name For Traffic/Criminal cases, this field is optional if the case is not on

the system. If this is a bond posting and the case is not yet on the system, you must enter the defendant's name as last name, first name, middle name with slashes after the last and first

names, i.e. Smith/John/Roy.

For Civil cases, this field is optional if the case is not on the system (except for bond posting transactions). If the case has been previously entered, the name of the party designated in the PTY

field (e.g. P01) will appear on the receipt.

Note: This field does not print on your receipt when ringing under

the Miscellaneous Division (M).

Plea

For Traffic/Criminal cases only. If required, enter a valid plea code for the listings. See Appendix B for a complete list of plea codes. Common plea codes are:

<u>Misd</u>	<u>emeanors</u>	<u>Civil</u>	<u>Infractions</u>
01	Plead Guilty	09	Admit Responsibility
02	Plead Not Guilty	10	Admit Resp w/Explanation
03	Stood Mute	11	Denied Responsibility
05	Plead Nolo Contendere		

Disp

For **Traffic/Criminal** cases only. Enter a valid disposition code from the listing. See Appendix B for a more complete list disposition codes. Common disposition codes are:

- O1 Found Guilty as Charged (Bench Trial)
- 14 Disposed on a Guilty Plea (Misdemeanors)
- 23 Judgment Rendered (Civil Infractions)
- 40 Found Responsible After Hearing (Civil Infractions)

Note: If the case already has a disposition, an error message will appear, "WARNING: PREVIOUSLY DISPOSED REMOVE OR SET ASIDE DISPOSITION". When this message appears, you must erase the disposition code from the screen to continue the receipt process. If the original disposition on the case was incorrect, remove the disposition using the Removal screen(REM). If the first disposition was correct and new disposition should be entered, use the set aside field on either the DSP or SCH screen.

Judge

If the defendant has been before a judge or magistrate for a proceeding such as a formal or informal hearing, enter the valid bar number or hot key. If the charge is alcohol related, only a judge's bar number or hot key is valid, not a magistrate's bar number.

Opn/CI

For Traffic/Criminal cases only. Enter "O" to reopen a case or "C" to close a case. The "C" is valid only if ALL charges for this case have been disposed. Leave the field blank if the case should remain in its current status.

Note: Error messages you may receive when trying to close a case:

"Note: CASE IS ALREADY CLOSED"

"CLOSE REQUIRES ALL CHARGES BE DISPOSED"

"ERROR: In WARRANT status - recall warrant first, then dispose"

"DISPO required"

"CASE IN PROBATION STATUS"
"Warning: case has balance due"

"Warning: Open Bond"

Nxt Pymt

For Traffic/Criminal cases only. This field is optional. If the proceeding (PO) code is PP (partial payment) and this field is left blank a message will appear: "Do you want to schedule a next payment date". Enter the date the next payment is due (060104). This will print on the receipt, update the case with the future payment date and make the case eligible for a 14-day notice or notice of non-compliance, if applicable. They are eligible if these notices weren't previously stopped and where there isn't a balance due for the driver license reinstatement fee (DLRF).

ROA

Request a Register of Actions to be printed in the next batch cycle. Valid entries are:

- X Register of Actions on 8x11 paper
- F Register of Actions on pre-printed form (T/C will print up to 2 counts)
- Α Register of Actions on a pre-printed form for each count (T/C only)

"F" and "A" requests are produced on the SCAO approved, pre-printed ROA forms, DC250, DC251 and DCY252.

PoDate

The default is the Open for Day date. If changed, the date CAN-**NOT** be greater than the Open for Day date. This is also the date that will be reflected as the conviction, disposition and/or close date on the ROA and abstract, if updated through the cash screen.

Comment

This field is required if you are voiding or re-ringing a receipt, or if pre-existing assessments are modified for a Traffic/Criminal case. This comment will appear on the Traffic/Criminal or Civil Register of Actions (if the case is on the system when the receipt is rung) and will print on the receipt EXCEPT when assessments are modified. The two short fields are for 4 digit codes the court as creat ed to update commonly used comments to the ROA .e.g., SHOW for "Showed Proof of Insurance", etc.

Note: The comment field does print under the Miscellaneous Division

Venue

This field is required. It must be a valid venue code in the Venues File (i.e. City of Southfield = 01). This will default to the venue that is indicated on the Traffic/Criminal Case Entry screen. This field may be modified, if necessary. If ringing a Civil receipt, the venue will default to what is in the Venues File. If more than one Civil venue is in the Venues File, this field must be entered on each Civil receipt.

Bond Information

Bond Posting

Actn Enter the bond code **10** (for bond posted).

Name Enter the name of the 3rd party depositor as las name/first

name/middle name, with slashes after the last and first names, i.e. SMITH/CHARLES/ALAN. If there is no 3rd party depositor, leave

this field blank and it will default to the defendant's name.

PASSWD PoCode MN Case <u>04-0104B</u> Div	
Count <u>1</u> <u>CARELESS DR</u> Name <u>MONTCALM/BRI</u>	HIN/
Plea Disp Judge Opn/Cl _ Nxt	Pymt ROA? _ PoDate <u>11304</u>
Comment Bond Post/Action Code	3rd Party Poster -or- Defendant (always two #s)
Bond posting: Actn 10 Name MONTCALM/BRIAN/	
BOND PAYDOWN: Receipt# Date	
Actn Amount Chk#1	Name
Actn Amount Chk#2	
Venue <u>1</u>	
TURE PALANCE ANT RATE TURE	Bal All Cts
TYPE BALANCE AMT.PAID TYPE	BHLHNUE HMI.PHID
BT01 100	
Bond Cash Code	
from Cash Help	
Sheet	
DA AANA M 21	Amt.Due:
 Enter-Verify F1-Cash Menu F6-Multi Rcpt	E12-Paum Haln
Linter verify it cash helia Fo-hatti kept i	iziaym neth

Bond Paydown

Receipt # The receipt number of a previously posted open bond will be dis-

played. If more than one bond is on the case, the system will bring up the first open bond on the system. This may be

changed. Enter the receipt number and date of the bond not dis-

played and press **ENTER**.

Date The date associated with the Receipt # to identify the posted bond.

This will be displayed.

Bal This is a display only field which indicates the bond balance asso

ciated with above Receipt#/Date.

+ This symbol is displayed to indicate there is at least one additional

open bond for this case number.

Actn This is the Bond Action field and is used to accommodate a "pay

down" of the bond balance associated with a Traffic/Criminal or

Civil case. (The case must have been entered into the

system). Frequently, part of the bond is applied to the charge and part is refunded. The total amount of the paydown(s) cannot exceed the bond balance. Posting and paydown WITHIN the same transaction is NOT allowed. See Appendix B for a complete

list of paydown codes.

Common bond paydown codes are:

03 Bond Refunded 04 Bond Forfeited 36 Bond Costs

37 Bond Applied to Fine and Costs

H

Note: For paydown "04" (forfeit) a BD04 assessment/payment entry is required on the bottom portion of the Cash Transaction screen.

Amount The PAYDOWN amount (amount to be subtracted from "bond bal-

ance").

Chk# Check number that is being used to paydown the bond.

Name The name of the person or court receiving the bond money. The

name will default to the name of the person who posted the bond,

if the field is left blank.

Actn Chk#2 Name	<u>11304</u>
Warning: Open Bond Bond posting: Actn Name BOND PAYDOWN: Receipt# D194527 Date 11304 Bal 100.00 BOND PAYDOWN: Actn Chk#1 12104 Name POTH DISTRICT COURT BOND PAYDOWN code Chk#2 Name Name DOND PAYDOWN code BOND PAYDOWN code DOND PAY	_11304
Warning: Open Bond Bond posting: Actn Name BOND PAYDOWN: Receipt# <u>D194527</u> Date <u>11304</u> Bal <u>100.00</u> Actn <u>37</u> Amount <u>100</u> Chk#1 <u>12104</u> Name <u>99TH DISTRICT COURT</u> Actn Chk#2 Name	
BOND PAYDOWN: Receipt# <u>D194527</u> Date <u>11304</u> Bal <u>100.00</u> Actn <u>37 Amount 100</u> Chk#1 <u>12104</u> Name <u>99TH DISTRICT COURT</u> Actn Bond paydown code Chk#2 Name	
Actn 37 Amount 100 Chk#1 12104 Name 99TH DISTRICT COURT Actn Bond paydown code Chk#2 Name	
Venue <u>1</u> Lst Receipt <u>11304 100.00</u> <u>D194527</u> Balance <u>140.00</u>	
venue <u>1</u> Est Necespt <u>11004 100:00 bishoel</u> batance <u>140:00</u>	_
Bal All Cts <u>140.00</u>	_
TYPE BALANCE AMT.PAID TYPE BALANCE AMT.PAID JSTC 40.00	
MYOR 100.00	
	
Amt.Due:	
Time C. Data.	
Roll-Page	
F1-Cash Menu F6-Multi Rcpt F12-Paym F7-Finc Roa F4-Mod Assm Help	

Example shows entry of plea, disposition, closing case and applyming bond to fine and costs (closing bond).

Payment/ Balance Information

LST/Receipt This field is a display filed only and will appear on cases with a

previous payment on the system. Information regarding the last

payment (date, receipt# and amount) will be displayed.

Balance This field is a display only field and will appear on cases with

previous payment(s) and/or assessments on the computer. It is a

computed total of the assessments still owed.

Bal All Cts This field will display the total balance due for all counts on the

case.

Type Type in the 4-character cash code(s) or hotkey for the breakdown

of the money to be collected. See the Cash Help Sheet for your

court's individual cash codes and hotkeys.

Balance Type in the amount assessed for the Cash Code indicated.

Amt Paid Indicate the amount to be paid on the cash code indicated if a

Partial Payment is being made. If paying total amount due, leave

field blank and press F12 to take full payment.

Amt Due This is a display only field to indicated the amount due for this

receipt or the sum of the multi receipts rang to this point.

Cash Transaction - Part 2 Amount Types

Displayed below is an example of the second part of the Cash Transaction Screen. After entering the required fields (Password, PO, Case, Division) and any optional disposition or bond information, press **ENTER**. The Cash Codes portion of the screen will be displayed.

PASSWD F Count <u>1</u> <u>OWI</u>							us <u>PROB</u>
olea Disp Comment					ROA?	_ PoDa	te <u>12004</u>
Bond posting: BOND PAYDOWN: Actn Amou Actn Amou	: Receipt# unt	: D Chk#1	ate	_ _ Name			
<u>MYOR</u> <u>PBOF</u> <u>PBSF</u>	BALANCE 470.00 300.00 75.00	11304 AMT.PAID 100.00	TYPE	Bal BALANO	l All Cts .	845.0 PAID ———	
Roll-Page F1-Cash Menu	ı F6-Multi	Rcpt F12-	Paum F7-F	inc Roa		.Due: sm Help	

Example shows a partial payment being taken on a count that had previously made a payment. Note the Amount Due field indicates the amount of money being paid on this particular receipt.

If a case has already been entered on the system and is a **payable** offense or previously assessed, the cash codes and balance amounts will appear on the screen. If the case is not on the system or is not a payable offense, the cash codes or hot keys and amounts must be entered by the cashier. Each cashier will be provided with a list of valid cash codes at the time of implementation. (See Chapter 4 of this User Guide).

If the cash codes and amounts appear, you may modify them by pressing **F4-Mod Assm**. This will allow you to place your cursor in the Balance field and make the change. If you are modifying an amount, you **MUST** also put in a comment in the Comment field in the upper portion of the screen.

If the case was **previously** assessed either through Cash Online or the Traffic/Criminal module and you wish to view the Financial ROA (assessment/payment history), press **F7**.

If a venue has not been previously entered on the Traffic/Criminal Case Entry screen, it must be entered on the Cash screen. This field can be modified.

Cash Transaction - Part 3 Payment

Displayed below is an example of the third part of the Cash Transaction Screen - the payment section. Verify that the cash codes and balances are correct. Press **F12** to take payment and the bottom portion of the screen will appear.

PASSWD Count <u>1</u> CAI	PoCode <u>MN</u> RELESS DR	Case <u>04-010</u> 4 Name <u>MON</u>	<u>1B</u> Div <u>I</u> NTCALM/BRIA	Pty <u>D01</u> IN/	. Type <u>OI</u>	Status <u>PEND</u>
Plea <u>9</u> Dis Comment <u> </u>		Opn/	Cl <u>C</u> Nxt	Pymt	ROA? _ 	PoDate <u>11304</u>
BOND PAYDOW Actn <u>37</u> Am	g: Actn <u> </u> N: Receipt# ount <u> 100</u> ount <u> </u>	<u>D194527</u> Da <u>.00</u> Chk#1 <u>1</u>	ite <u>11304</u> 12104	Name <u>99TH</u>	I DISTRICT C	: :OURT
TYPE <u>JSTC</u> _	BALANCE 40.00 100.00	AMT.PAID 40.00	TYPE	Bal A	All Cts	140.00
CHECK-1 10 Check Amount CHECK-3	Check Endorsement/c	neck # 1 1	\$ Amount OTHER ATM/CARD CRED/CAR	190 10 10 20	Pd Cha	Card Information
	3					

Type in the exact amount next to method of payment, i.e. Cash, Check, Credit Card, ATM or Other. If you press **ENTER**, you will get a verification of the total amount paid and if change is owed. Press **F9** to print the receipt. (See next page for more information.)

A message displays: *Place Document for Validation*. This is a one-line validation which contains the date cash it open, receipt number, drawer and amount paid. Insert ticket or document into printer or allow the validation to print on the receipt. Press **ENTER** to print validation.

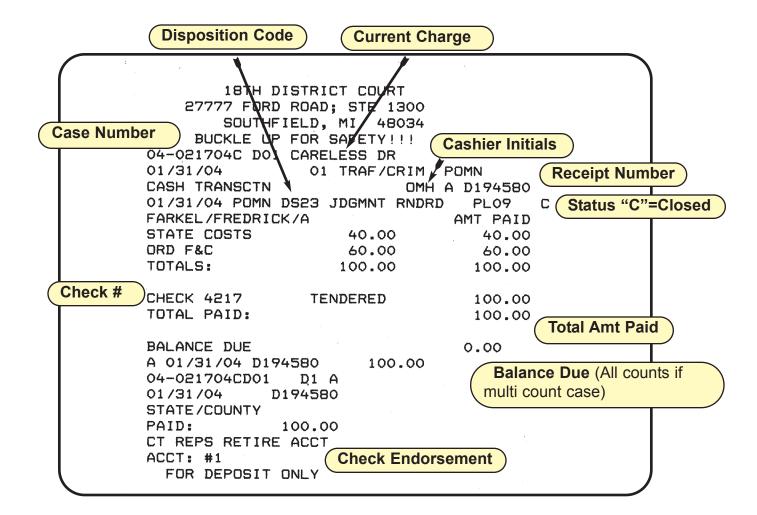
When a check is tendered an additional message is displayed after the validation message: *Place Check for Endorsement*. Insert the check into the printer and press **ENTER** to endose the check.

When the method of payment is Check, ATM or Credit Card the amount is entered in the first field followed by the check number or card information, such as an account or authorization number. The CK Endorsement field will default to the endorsement set up in the Receipt Header-Printer-Check Endorsement-Miscellaneous file. This may be modified to any valid check endorsement set up in this file (options are 1-4, if all have been setup in the Endorsement file). The "Other" field may be used for the amount of bond applied and/or forfeited if your court is using 1 check each day to apply and/or forfeit bonds.

If a mistake is made on part 1 or 2 of the screen, press **F2** to take you out of the payment section. This will allow any field to be modified.

Page 2-25

Cash Receipt



Multi-Receipt

The Multi-Receipt option is used when, for instance, one check is being used to tender payment on more than one Traffic/Criminal or Civil case number. This option might be selected also if the payer is paying on more than once case number/count (whether by cash, check, other or credit card).

A multi-receipt is handled the same way as a single receipt **EXCEPT** payment is not taken until all individual receipts are completed.

When entering the first multi-receipt, press **F6** instead if **F12** to print the first part of the multi-receipt followed by a validation. Continue entering each transaction using **F6** to print each individual receipt. (Sample receipts on following pages.)

PASSWD PoCode <u>MN</u> Case <u>04-0119A</u> Div Count <u>1</u> <u>CARELESS DR</u> Name <u>MONTCALM/MAL</u>	
Plea <u>9</u> Disp <u>23</u> Judge <u> Opn/Cl <u>C</u> Nxt Comment <u> </u></u>	Pymt ROA? _ PoDate <u>11304</u>
Bond posting: Actn Name BOND PAYDOWN: Receipt# Date Actn Amount Chk#1 Actn Amount Chk#2	Name
Venue _1 Lst Receipt TYPE BALANCE AMT.PAID TYPE JSTC	Bal All Cts100.00_
Roll-Page F1-Cash Menu F6-Multi Rcpt F12-Paym F7-F PLACE DOCUMENT FOR VALIDA	Amt.Due: 100.00 inc Roa/Press ENTER to print Plp validation

Receipt - 1

Receipt - 2

PASSWD PoCode <u>MN</u> Case <u>04-0119C</u> Div Count <u>1 REG/PLATE EX</u> Name <u>MONTCALM/MAL</u>	
Plea <u>9</u> Disp <u>23</u> Judge Opn/Cl <u>C</u> Nxt Comment	Pymt ROA? _ PoDate <u>11304</u>
Bond posting: Actn Name BOND PAYDOWN: Receipt# Date Actn Amount Chk#1 Actn Amount Chk#2	Name
Venue _1 Lst Receipt	Bal All Cts <u>111.00</u> _
Press Roll-MAN	Balf-wd is running total from previous receipt(s) MULTI RECEIPT
F6-Multi-Rcpt F12-Paym F7-Finc Roa F4-Moo PLACE DOCUMENT FOR VALIDATION	

Receipt - 3 (or the "last receipt")

PASSWD PoCode Case Div Pty Name		Status
Plea Disp Judge Opn/Cl _ Nxt Pymt Comment	_ ROA? _	PoDate <u>11304</u>
		d: 211.00
Enter-Verify F6-Multi-Rcpt F12-Paym Help	MULTI	RECEIPT

After you have finished printing the individual receipts, enter your Password and press **F12** to take payment for the whole multi-receipt. The system will total all individual receipts and show the balance due. Enter the payment information and press **F9** to print the final payment receipt.



Note: If you make an error on one of the multi-receipts, you must FINISH the multi-receipt before you can exit the cash transaction screen to void the "incorrect" receipt.



Note: If you press **F6** for multi-receipt in error, finish the receipt by pressing **ENTER**, type in password, then press **F12**. This will allow you to now enter the method of payment.

Receipt - 3 continued

PASSWD PoCode Case Div Count Name	_ Pty Type Status
Plea Disp Judge Opn/Cl _ Nxt Comment	
Bond posting: Actn Name BOND PAYDOWN: Receipt# Date Actn Amount Chk#1 Actn Amount Chk#2	 Name
Venue Lst Receipt TYPE BALANCE AMT.PAID TYPE Type in method payment, Press EN verify amount and the control of th	Bal All Cts BALANCE AMT.PAID
Ck Num Ck CASH CHECK-1 CHECK-2 CHECK-3 CHECK-3 CHECK-3 T CHECK-3 T CRED/CA F1-Cash Menu F2-Page back F9-Receipt Heli	Amt.Due:111.00 Pd:

CAUTION! On the last (payment) receipt, you will **NOT** get another message to place document for validation. When payment is by check, the first message is *Place Check for Endorsement*.

Financial ROA

Displayed on the next few pages are examples of Financial Registers of Action (FIN). You may view it on the screen by pressing **F7** from the Cash Receipt screen. Once you have displayed the Financial ROA, you may print it by pressing **F9**. Pressing **F2**, will take you back to the Cash Transaction screen.

	ASE <u>04</u>	<u>-0116B</u> Pty ! COM/BERNARD	<u>001</u> Charge C	WI	Status Pl Type OD	ROB
<u>LST PAYME</u>	<u>NT</u> 11	304 300.0	9 D194532		Balance	845.00
NXT DATE	2/11/	04 SCHED TO PA	Y	Balance Due	All Counts	845.00
		ASSESSMENT.	/PAYMENT REGI	STER of ACTION	DNS	
DATE	CODE	- DESCRIPTION	ASSESSMENT	PAYMENT	BALANCE	RECEIPT
1/12/04	<u>MYCV</u>	CRIME VICTIM	100.00		100.00	DCSDISP
	MYRS	RESTITUTION	125.00		225.00	DCSDISP
	JSSS	STATE COSTS	45.00		270.00	DCSDISP
	MYOR	ORD F&C	500.00		770.00	DCSDISP
	MYBC	BOND COSTS	50.00		820.00	DCSDISP
	PBOF	PBTN OVRSIGT	300.00		1120.00	DCSDISP
	PBSF	ALC SCREENIG	75.00		1195.00	DCSDISP
1/13/04	MYCV	CRIME VICTIM	50.00-		1145.00	D194532
	MYCV	CRIME VICTIM		50.00	1095.00	D194532
	MYRS	RESTITUTION		125.00		D194532
	JSSS	STATE COSTS		45.00	970.00 925.00	D194532
	MYOR	ORD F&C		30.00	895.00	D194532
	MYBC	BOND COSTS		50.00	845.00	D194532
	11100	CHECK		, , , , , , , , , , , , , , , , , , , ,	040.00	<u>D134002</u>
		OHLON				
F2-Page	Back	F5-Cashcode I	Balances F9	-Print Roa	F13-OutQ HE	ELP

Traffic/Criminal Financial ROA, shows the date monies were assessed, paid, balance due and receipt number, for each cash code.

HAPPY VILLAGE Court 0 Case © P01 MILLER/MATE LAST RECEIPT:	0 <u>4-0101G</u> 50/ 115.			001 PENSK	EY/PAUL/	PEND
DATE	PARTY	CODE -	FINANCIAL REGIS - DESCRIPTION	TER of A CHECK #	AMOUNT	RECEIPT
1/13/04	<u>P01</u> <u>P01</u> <u>P01</u> <u>P01</u>	STF2 CVL2 JURY MOTN	CVS \$28 CVF \$17 JURY DEMAND MOTION FEE CHECK	X115	28.00 17.00 50.00 20.00	D194533 D194533 D194533 D194533

Civil Financial ROA shows the date monies were assessed, the party making the payment the amount paid and receipt number, for each cash code.

F2-Page Back F13-OutQ F9-Print Roa HELP

Financial ROA Cash Code Balances (F5)

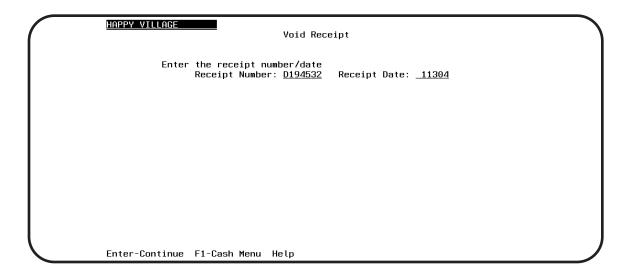
On Traffic/Criminal cases, pressing **F5** from the Financial ROA screen, will give a list of all cash codes that have a balance owing and the amount that is owed. To print the Cash Codes Balance, press **F9**. Press **F2** to go back the Financial ROA screen.

Status PROB HAPPY VILLAGE Court 0 CASE <u>04-0116B</u> Pty <u>D01</u> Charge OWI Type OD Name MILLER/MALCOM/BERNARD 845.00 LST PAYMENT 11304 300.00 D194532 Balance 845.00 NXT DATE 2/11/04 SCHED TO PAY Balance Due All Counts ASSESSMENT/PAYMENT REGISTER of ACTIONS - BALANCES CODE - DESCRIPTION BALANCE CODE - DESCRIPTION BALANCE ORD F&C 470.00 <u>MYOR</u> <u>PBOF</u> PBTN OVRSIGT 300.00 <u>PBSF</u> **ALC SCREENIG** 75.00

F2-Page Back F9-Print Roa F13-OutQ HELP

Void

Displayed below is an example of the Void Screen. To access this screen, select Option **7** from the Cash Transaction Processing Menu.



After entering the receipt number and receipt date of the transaction you want to void, press **ENTER**. This will move you to the Cash Transaction screen for the transaction you wish to void. Enter your Password and the reason for the void on the comment line and press **F9** to print the Voiding Receipt.

A void will remove all plea, disposition, close status and/or bond paydown/post information if it was included on the original receipt. This information **must** be re-entered on the re-ring receipt or through the Disposition or Bond screen if it is a prior day void/re-ring.



Note: Voiding of a multi-receipt requires you to enter the method of payment (cash, check, credit card, ATM or other) for the **EXACT** amount of that individual receipt. Do **not** void the entire multi-receipt. Void only the individual receipt that was rang incorrectly.

After you have printed the voiding receipt, the system automatically returns to the Void Screen. Choose "V" to Void another receipt or "R" to Re-ring the original receipt and press **ENTER**. If you choose "R" (Re-ring), you will get a blank Cash Transaction screen. Type the correct information and print the receipt.

Upon completing a re-ring, you will automatically go back into the Cash Transaction screen.

Void Receipt Enter the receipt number/date Receipt Number: D194530 Receipt Date: __11304 Receipt Was Voided by: D194531 Date of Void: __11304 'R' RE-RING effective with original receipt date 'V' Void Another Receipt Selection: __



Note: If you void a re-ring receipt, the system will exit out of the Void/Re-ring Menu. You must then go back into the Void/Re-ring option and put in the "original" receipt number and date to finish the re-ring.

Running Totals - Individual Cashier

To produce a printout of the running totals for a particular cashier, enter Option $\underline{8}$ from the Cash Transaction Processing Menu, press the tab key, type the cashier's initials and press **ENTER**. This feature is used to balance out a cashier prior to closing for the day.

99-2 DISTRICT COURT 43508 CASTLEWOOD NOVI, MI 48375 348-352-8991 NEXT RECEIPT NUMBER TO BE USED: D101633 01/29/04 RUNNING CASHIER TOTALS TODAYS DATE AND TIME IS: 02/19/04 8:47 REGISTER - D1: 01/29/04 ALL ACTIVITY CASHIER OMH TOTALS: 116608.59 CASH 56257.78 12 56257.78 12 CHECK 27092.00 27092.00 10 10 ATM CARD 4000.00 1 4000.00 1 CREDIT CARD 21368.81 5 21368.81 5 OTHER 7890.00 3 7890.00 3 TOTAL MONIES 116608.59 21 116608.59 21 VOIDS 0.00 0 0.00 0 RE-RINGS 0.00 0 0.00 0

Running Totals - Drawers A & B

To receive a Running Totals receipt for drawers A & B, select Option 8 from the Cash Transaction Menu and press **ENTER**. Do not enter cashier initials.

This feature is used to balance a cash register prior to closing for the day. It could also be used to verify monies in a cash drawer when a customer contends the proper amount of change was not returned to them.

99-2 DISTRICT COURT
43508 CASTLEWOOD
NOVI, MI 48375
348-352-8991
NEXT RECEIPT NUMBER TO BE USED: D101633
01/29/04 RUNNING DRAWER TOTALS
TODAYS DATE AND TIME IS: 02/19/04 9:00

REGISTER - D1: 01/29/04 ALL ACTIVITY
CASH 57338.78 15 57338.78
CHECK 27317.00 13 27317.00

57338.78 15 CHECK 27317.00 13 27317.00 13 ATM CARD 4000.00 1 4000.00 1 CREDIT CARD 21368.81 5 21368.81 5 OTHER 7890.00 3 7890.00 3 TOTAL MONIES 117914.59 27 117914.59 27 VOIDS 0.00 0.00 O RE-RINGS 0.00 0.00 0



Note: If only Drawer A is Open for Day, only Drawer A totals will print on the Running Totals Receipt.

Print Auditor's Totals

To receive the Auditor's Totals for a particular terminal, select Option 9 from the Cash Transaction Processing Menu and pressing ENTER. A receipt will print giving a total amount of money that register has taken in since the court went on the JIS Cash Module.

> 99-2 DISTRICT COURT 43508 CASTLEWOOD NOVI, MI 48375 348-352-8991 NEXT RECEIPT NUMBER TO BE USED: D101633 01/29/04 RUNNING AUDITOR TOTAL TODAYS DATE AND TIME IS: 02/19/04 9:00

AUDITOR'S RUNNING TOTAL:

370,207.54

Print Adjustments

To receive a printout of the adjustments (voids and re-rings) that have been entered since a register/drawer was opened for that day, select Option **10** from the Cash Transaction Processing Menu and press **ENTER**. This receipt will also reflect whether the totals are 100% certified at that point in the business day.

99-2 DISTRICT COURT 43508 CASTLEWOOD NOVI, MI 48375 348-352-8991

01/29/04 DATABASE CERTIFICATION TODAYS DATE AND TIME IS: 02/19/04 9:00

01/29/04 100% -CERTIFICATION- 100%

01/29/04 DAILY ADJUSTMENTS SUMMARY TODAYS DATE AND TIME IS: 02/19/04 9:00

NET ADJUSTMENTS: DRAWER A 0.00

DRAWER B 0.00

REGISTER 0.00



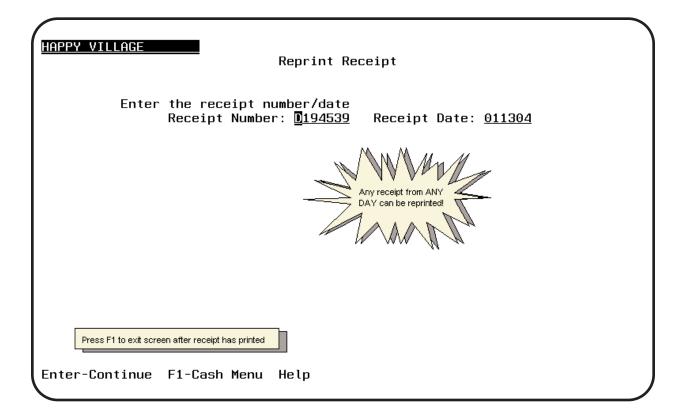
Note: Prior day adjustments can be printed. Type in the date for the adjustments you want and press **ENTER**.



Note: If you are not sure you are 100% certified or need to finish an incomplete multi receipt; use this option. Verify all receipts are 100% certified or gain the information required to reconstruct a receipt before closing for the day.

Re-Print Receipt

To re-print any receipt, select Option **11** from the Cash Transaction Processing Menu. Enter the receipt number and receipt date of the receipt you wish to re-print and press **ENTER**. The original transaction screen will appear. Enter your pPssword and press **F9** to reprint the receipt. Reprinting a receipt does not affect cash totals. Displayed below in an example of the Reprint Receipt screen:

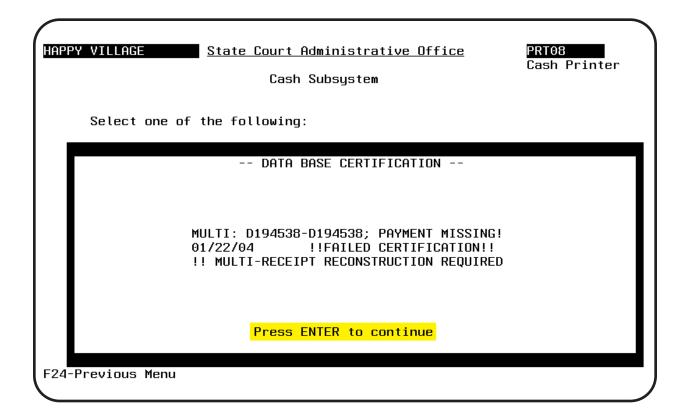




Note: If the terminal or printer experience malfunctions, it is a good idea to try to re-print the last receipt. This will ensure the printer is working correctly and prevent two receipts/transactions from being processed in error. This could cause the drawer not to balance at the end of the day.

Reconstruct

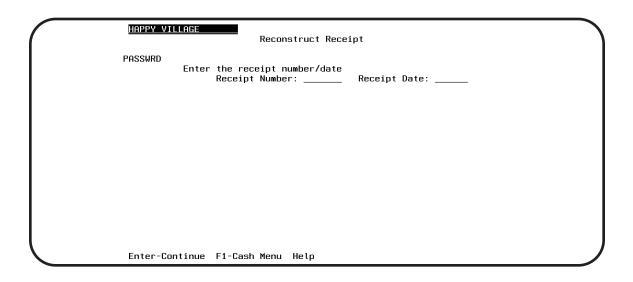
The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or power loss. Below is a sample screen that may appear when going into Cash On-line after such a problem occurred and reconstruction has not yet taken place.



See the following pages for the procedures to reconstruct.

Reconstruct - Multi-Receipt

The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or a power loss. Select Option **20** from the Cash Transaction Processing Menu. Displayed here and the following screes are examples of the Reconstruct screen when used for a MULTI-Receipt:



Enter your password, receipt number (if multi-receipt pick any of the receipt numbers listed) and date of the receipt and press **ENTER**.



Note: You can determine whether you need to reconstruct at ANY TIME by using Option **10**.



Note: You can Reconstruct any receipt from ANY day that was not 100% certified.

The system will compute the balance due. Upon pressing **ENTER** again, the Cash Transaction screen will be displayed. Enter the payment information and print the *final* receipt.

HAPPY VILLAGE

Reconstruct Receipt

PASSWRD

ENTER PASSWORD

Enter the receipt number/date

Receipt Number: <u>D194538</u>

weipat Date: <u>12204</u>

harm

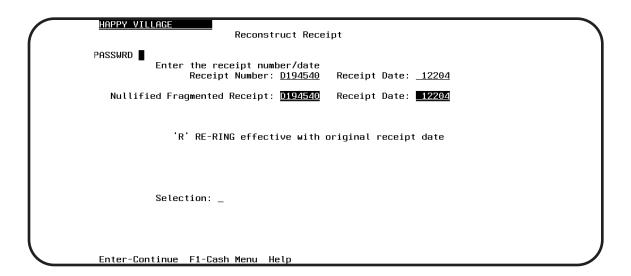
Multi-Receipt Balance Required:

Press ENTER to tender payments

Enter-Continue F1-Cash Menu Help

Reconstruct - Non Multi-Receipt

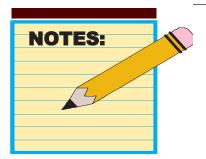
The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or a power loss. Select Option **20** from the Cash Transaction Processing Menu. Displayed below is an example of the Reconstruct Screen when used for a receipt that is **not** a Multi-Receipt:



Enter the receipt number and date and press **ENTER**. The above screen will appear. You must select **R** for re-ring to continue or **F1** to exit to Cash Transaction Processing Menu.

All Functi	ion Keys Used in Cash Module
F1 Cash Menu Clear	Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 Page Back	Page back to the previous screen.
F4 Mod Assm Prompt	Modify assessments that are on the screen. With the cursor in the promptable field, display more information
F5 Cashcode Balances/ Venues	Display the balances by cash code (Financial ROA). Hop to Venue file to view or update
F6 Multi Rcpt Add	Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window.
Transmittal File	Hop to the Transmittal File to view or update. Display the Financial ROA.
Finc ROA	Diopiay the Financial Profit
F9 Receipt Print Roa	Print the receipt. Print the Financial ROA.
F12 Paym	Process the screen for payment and move to the method of payment portion of the receipt screen.
F13 OutQ	Allows you to change the printer for printing the Financial ROA.
F24 Previous Menu/Exit	Hop to the previous menu/screen without any updating.
Enter Continue	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help	Pressing the HELP key will give you more information about the screen and/or options.

Page 2-45

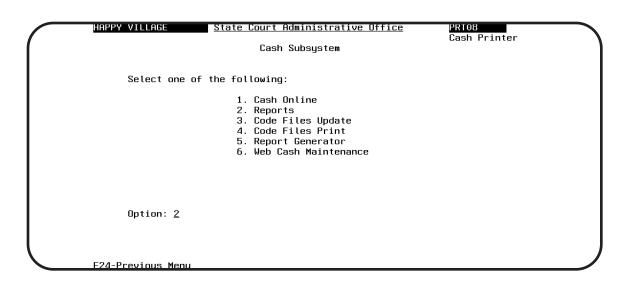


Cash Reports

In this chapter you will review all the reports on the Cash Reports Menu.



To access the Cash Reports Menu, select Option **2** from the Cash Subsystem Menu as displayed below:





Note: You do not need to be signed on as "CASH" to request cash reports, (i.e. D9900D1)

The cash reports may be requested at any time during the day with users signed on to the system. However, for balancing purposes, make sure all registers have closed for the day before requesting any report that would list the current days activity. (If all registers are not closed you will receive an extra page with your reports indicating Warning-Register Open.)

Place an "X" in front of the report you need to run. The Report Menu will always default to the current date for the reports that are usually run daily, however, you may change the date to any past date the court was open. The ending date may be entered if you want a report for a particular date range. There is no limit on the length of time a report may cover (i.e., 1 day,1 week 2 years etc).

The terminal ID may be entered if you want a report for one specific cash terminal/register. If this field is left blank, transactions for all cash terminals/registers will be reported.

A single cash code may also be entered for Court Detail, Adjustments, Code/Payer Audit and Outstanding Receivables. If this field is left blank all cash codes will be reported.

Displayed on the next page is an example of page 1 of the Cash Reports Screen.

	<u>e Court Administrat</u> urt Wide Cash Repor		`
	Date Range	Terminal	Cash Code
_ Cash Detail _ Adjustments _ Assessment Adjustments _ Cash/Case Un-Matched	010504 - 010504 - 010504 - 010504 -		
_ Closed - Balance Due _ Monies by Venue _ SOS Clearances _ Crime Victims _ Court Summary _ State _ Local Transmittal _ Code/Payer Audit			
_ Outstanding Receivables a: Omit > 7 Yrs Old? _ O		Aging Detail _	
_ Payment Distribution as o Uncollected Detail _ F24-Previous Menu Page/Rol		Offense Year	_

First page of Cash Reports screen

Note: If **ALL** registers have not been closed when reports are requested, a warning message will appear on the screen.

Displayed below is page 2 of the Cash Report Screen:

	TRUST and AGENCY Reports Todays Date <u>1/28/04</u>	
		Date Range
_ _	Account Activity Check Register	_12804 - _12804 -
_	Bond _ Open _ Closed _ Part Paid Rest _ Open _ Closed _ Part Paid Trust _ Open _ Closed _ Part Paid T/A Type _ Open _ Closed _ Part Paid	
_	Summary Totals	
_	Pending Open Bonds List	

Second page of Cash Reports screen

Cash Detail

This option produces two reports for each cash register.

The first report is broken down into three summaries:

- Cash Detail Report lists each receipt in numerical order with individual amounts in their appropriate columns
- Amount Type Breakdown the amounts received are summarized by cash code
- Monies Received per Drawer the money types received (cash, check, credit card, ATM and other) summarized by drawer and register

The second report produces the following summaries:

- Account Distribution of the total money
- Venue, T & A and Deposit Totals

See samples of the reports on pages 3-6 through 3-9, for more information.

Cash Detail Report

UN DATE: (0/04 -	01/29	/04					ANKL	IN I	ROAD	-su	VITE 1 48034				i,					PAGE
ASH REGIST	er i) 1					CASH	DET	AIL	REP	ORT											
				1		E STATUTE									BOND 5		CIVIL MY					
ICKET/CASE				CSH V		FINE	C	OST	SÇ	TF I	HS S	R D	LRJ C	V F	ORFEIT	r i	FILING CD				Amounts	TOTAL
4-0201		01606		KJS (JURY				50.0
		01607		KJS 7														BT08	500.0			500.0
		01608		KJS 7														BT01	500.0			500.0
1-0001		01609		KJS (MYTR		0 CVL4		81.0
		01610		KJS (STF4		0 CVL4		150.0
392461	D01	01611	1	OMH 1	r	50.00	5 0	0.00	5	5	5 1	.0	45					SCST	4.0	0 PNLT	30.00	274.8
																		LATE	45.8	O MYIE	25.00	
343194	D01	01614	6	OMH '	r 81.	0			5	5	5 1	0	45					SCST		0 LAT		186.0
2-0908BL3				OMH '		50.0	0		50									SCST	4.0	0 LATI	20.80	124.8
2-0908BL3			ī	OMH '	r									8								88.0
9-8881		01617		OMH '		50.0	0 1	1.00					4.5					PNLT	30.0	O LATI	8 35.20	211.2
																		MFCS	40.0			
03-0505B	D01	01618	1	OMH '	r							5	45					LATE	9.0	00 .		54.0
02-0215A		01619		OMH '	r	100.0	0 9	0.00					5	0				MYRS		9 FLA	B 150.00	614.5
																		PBOF	180.0	0.0		
03-0505F	D01	01620	1	OMH	T 100.	00			5									SCST	4.0	O LAT	B 57.80	346.8
						,					*							PBOF	180.0	00		
03-0425N	D01	01621	1	OMH	T 100.	00												LATE	20.0	0		120.0
02-1102		01622	1	OMH	т	100.0	0 5	1.00	- 5				5	0				DNAF	60.0	0 FLA	B 150.00	504.0
		, , , , , , , , , , , , , , , , , , , ,	_		•	. =												SCST	4.0	O LAT		
00-9876	D01	01623	1	OMH	T 291.	00			- 5				5	0				SCST	4.0	0 LAT	E 90.00	540.0
2070	~~~		-						_									PBOF	100.	00		
03-1103A	D01	01624	1	OMH	т								9	0				MYRS	415.	9 JSS	S 45.00	510.3
03-0404		01625		OMH					5					0				DNAF		00 FLA		269.0
05 0404	201				-				-				-	- 1				SCST	4.	00		
0311293A	D01	01626	1	ОМН	т , 81.	00			5	5	5 :	10	45					SCST	4.	00 LAT	E 31.00	186.0
TOTÁLS:			OBE	NCE	STATU	TE STAT	מחוד							DL	ם פ		BOND		CIVIL	31.4	Misc	
TOTALS:			FE		FIN			MYSC	м:	TF	MYI	u e	MYSR			CV	FORFEIT			MYCD	Amts	TOTA
RGSTR D1			3434		2350.			285		45	MILI			13		88	- 041 211				9322.58	
RUSTR DI			3434		2350.	00 1325	.00	200		40		-3	30	43	, ,							
																					~	

- This is the only cash report to list all receipts (by register) in consecutive order
- It details cash codes used in each receipt, ticket/case #, cashier and division (T=traffic/criminal, C=civil, M=miscellaneous)
- The last page shows the totals for register and court (all register totals combined)

Amount Type Breakdown

UN DATE:	02/10/04			99-2 DISTRICT	COURT				PAGE
FOR:	01/29/04 - 01/29/0	14		27777 FRANKLIN SUNNY SPRINGS	ROAD-SUITE 130 MI 48034	0			
				AMOUNT TYPE BE	RAKDOWN				
ASH REGI	STER D1								
					DEPO	SIT TOTALS		NET ADJUST	TED TOTALS
									and the second
	DESCRIPTION		CODE	ACCOUNT	THUDOMA	COUNT		AMOUNT	COUNT
	CRIME VICTIM	0	MYCV	*228.37	688.01	7		688.01	7
	RESTITUTION		MYRS	(RESTIT)	459.98	2		459.98	2
	STATE COSTS		JSSS	*228.59	930.00			930.00	2
	STATE COSTS		JSMO	*228.59	240.00			240.00	-
	STATE COSTS		JSTC	*228.59	800.00			800.00	
	DNA - MSP		DNAF	*228.59	120.00			120.00	1
	FORENSIC LAB		FLAB	*228.59	750.00	4		750.00	4
	STATE COST		MYSC	+228.59	285.00			285.00	4
	STATE COSTS		SCST	+228.59	192.00	,		192.00	,
	MICH JUS TRN		MJTF	*228.59	45.00			45.00	,
	HWY SPTY PEE		MYHS	*228.59	45.00			45.00	
	SEC ROAD FEE		MYSR	+228.59	90.00	7		90.00	4
	ORD FAC	2	MYOR	ORD F&C	3,434.00		1 1	3,434.00	4 .
	PENAL FINE		MYSF	*PENAL FINE	2,350.00			2,350.00	
	PENAL COST		MYFE	PENAL COST	1,325.00			1,325.00	0
	PENLTY-STATE		PNLT	PENALTY	60.00	3		60.00	2
	20% LATE FEE		LATE	20% LATE	636.60	11		636.60	11
	CLR FEE/DLRF		DLRF	*228.30	725.00	11		725.00	6
	CLR FEE/DLRJ		DLRJ	*228.57	580.00	ç		580.00	•
	COSTS ASSESS		MFCS	CT COSTS	40.00			40.00	•
	INSURANC FEE		MYIF	INSUR FEE	250.00	-		250.00	1
	TRUST		MYTR	TRUST	50.00	4		50.00	
	PBTN OVRSIGT		PBOF	PROB OVERSIT	1,150.00	<u> </u>		1.150.00	1
	CASH BOND		BT01	(BONDS)	500.00	1		500.00	4
	OVERPAYMENT	,	BT08	(TRUST)	500.00	1		500.00	1
	MOTION FEE		MOTN	*228.42-MOTN	220.00	1		220.00	1
	JURY DEMAND		JURY	*228.57	250.00	2		250.00	2
	GARNISH PEE		GARN	GARN FRE	165.00	1		165.00	4
	FORM		FORM	FORMS	8.00	-		8.00	
	MAILING PEE		MAIL	MAIL FEE	50.00	÷		8.00 50.00	1,
	CVS \$119		STF4	*228.58	119.00	1		119.00	1
	CVS \$28		STF2	*228.58	1,000.00	1		1,000.00	1 .
	CVF \$31		CVL4	CVL FILE FEE	62.00	2		62.00	2
	CVF \$17		CVL2	CVL FILE FEE	770.00	î		770.00	1
	TOTAL OF MONIES				18,889.59	112		18,889.59	

- Amount Type Breakdown is part of the Cash Detail report
- Amount Type Breakdown contains the totals receipted by register, for each cash code. This includes the amounts for the current day's busi ness (Deposit Totals) and Net Adjusted Totals reflecting any voids or rerings.
- The report sorts first by division, Traffic/Criminal, Civil, Miscellaneous, then by cash code screen priority order (from Cash Code Update file), within the division.
- When Account I.D. #'s are the same for more than one cash code, they
 are reported as one figure on the <u>Accounts</u> Breakdown report, e.g., CVL
 File Fee above is combined into one total on page 3-9
- Amount Type Breakdown is similar to the Close for Day Receipt, but has additional account information taken from the Account I.D. field in the Cash Codes File

Monies Received per Drawer

	02/10/04 01/29/04 - 01/29/04	27777	ISTRICT COUP FRANKLIN ROP SPRINGS	T D-SUITE MI 480					PAGE
		MONIES	RECEIVED PE	R DRAWE	R				
ASH REGI	STER D1		DEPOSIT TO	ALS		NET ADJUSTED T	OTALS		
	REGISTER TOTALS					NII ADOOSTAD I	OIAUG		
	TOTALS: 18,889.59 TOTALS: 0.00								
	TOTAL AMOUNT PAID IN CASH		7,338.78	14		7,338.78	14		
	TOTAL AMOUNT PAID IN CHECKS		7,292.00	11		7,292.00	11		
	TOTAL AMOUNT PAID IN ATM CARDS TOTAL AMOUNT PAID IN CREDIT CARDS		0.00			0.00	0		
	TOTAL AMOUNT PAID IN CREDIT CARDS		1,368.81	4 2		1,368.81	4 2		
	TOTAL TRANSACTIONS AMOUNT/COUNT		18,889.59	21		18,889.59	21		
	TOTAL VOIDS AMOUNT/COUNT		0.00	0		0.00	0		
	TOTAL RERINGS AMOUNT/COUNT		0.00	0		0.00	0		
	TOTAL TRAFFIC/CRIMINAL AMOUNT/COUNT		16,195.59	17		16,195.59	17		
	TOTAL CIVIL AMOUNT/COUNT		2,694.00	4		2,694.00	4		
	TOTAL MISC AMOUNT/COUNT		0.00	0		0.00	. 0		

- Monies Received per Drawer can also be found on the Close for Day Receipt
- It corresponds to the payment portion of the Cash screen
- Can be used to balance drawers to Deposit Totals
- Only prints totals for drawers that had been open for that day

Accounts Breakdown

FOR:	01/29/04 - 01/29	/04		7 FRANKLIN ROAD Y SPRINGS M	-SUITE 1300 II 48034							
			ACCO	OUNTS BREAKDOWN								
			DEPOSIT T	OTALS	NET ADJUSTED	TOTALS						
	ACCOUNT	PERCENT	COUNT	TRUOMA	COUNT	AMOUNT						
	(BONDS)	100	1	500.00	1	500.00						
	(RESTIT)	100	2	459.98	2	459.98						
	(TRUST)	100	ī	500.00	1	500.00						
	*PENAL FINE	100	6	2,350.00	6	2,350.00						
	*228.30	60	6	435.00	6	435.00						
	*228.37	90	7	619.21	7	619.21						
	*228.42-MOTN	50	i	110.00	i	110.00						
	*228.57	20	8	485.00	8	485.00						
	*228.58	100	2	1,119.00	2	1,119.00						
	*228.59	100	40	3,447.50	40	3,447.50						
	CRIME VIC	10	7	68.80	7	68.80						
	CT COSTS	100	i	40.00	í	40.00						
	CVL FILE FEE	100	3	832.00	3	832.00						
	DNA - COURT	10	2	12.00	2	12.00						
	FORENSIC LAB	5	4	37.50	ā .	37.50						
	FORMS	100	1	8.00	i	8.00						
	GARN FEE	100	1	165.00		165.00						
	INSUR FEE	100	2	250.00	1 2	250.00						
	JURY FEE	80	2	200.00	2	200.00						
	MAIL FEE	100	1	50.00		50.00						
	MOTN FRE	50	1	110.00	i	110.00						
10 miles	ORD F&C-CT	67	- 6	2,300.78	<u>.</u>	2,300.78						
	PENAL COST	100	- 5	1,325.00	5	1,325.00						
	PENALTY	100	2	60.00	2	60.00						
	PROB OVERSIT	100	4	1,150.00	4	1.150.00						
	SOS FEE	40	12	435.00	12	435.00						
ø	TRUST	100	1	50.00	1	50.00						
	01 ORD F&C	33	5	1,106.49	5	1,106.49						
	06 ORD F&C	33	1	26.73	1	26.73						
	20% LATE	100	11	636.60	11	636.60						
CCOUNTS B	REAKDOWN TOTAL:		146	18,889.59	146	18,889.59						

- Accounts Breakdown is part of the Cash Detail report
- It shows a breakdown of each account and the percentages reflecting the amount of monies to be disbursed to the various state accounts and the district control unit
- There is a column for the current day's Deposit Totals and Net Adjusted Totals reflecting any voids or re-rings
- Accounts are sorted in the following order:
 (1) character sets .<(+&!\$);-/%_>?:#@'=", (2) alphabetical characters, (3) numbers
- Multiple cash codes can identify one account name or number, e.g., CVL
 File Fee above is combined into one total

Venue, T & A, And Deposit Totals

UN DATE: 02/10/0 FOR: 01/29/0	04 04 - 01/29/04		27777 F	STRICT COURT RANKLIN ROAD-SUI PRINGS MI 4			PAGE
				TAA, AND DEPOSIT			
		DEPOSIT TOT	COUNT	NET ADJUSTED	COUNT		ing series of the series of th
OTAL VENUE 01 OTAL VENUE 06		1,106.49 26.73	5 1	1,106.49 26.73	5 1		
OTAL BONDS OTAL RESTITUTION OTAL TRUST	•	1,000.00 459.98 50.00	2 2 1	1,000.00 459.98 50.00	2 2 1		
OTAL DEPOSITORY OTAL TRUST & AGE RAND TOTAL ALL A	BNCY	17,379.61 1,509.98 18,889.59	107 5 112	17,379.61 1,509.98 18,889.59	107 5 112		

- Venue, T&A and Deposit Totals is part of the Cash Detail report
- Report separate totals for each, venue and for bonds, restitution and T&A accounts
- Gives the Grand Total Deposit for all accounts

Cash Adjustments

RUN DATE: 02/20/04 FOR: 01/29/04 - 01/31/04	JIS DISTRICT C 27777 FRANKLIN SOUTHFIELD, MI	RD			PAGE
CASH REGISTER D1					
FICKET/CASE# RCPT# VENUE CASHIER DIV			CASH CODE/AMOUN	ORIGINAL T AMOUNT	ADJUSTE:
O3CT6949 D01 D186225 1 SLA T ORIGINAL RECEIPT VOIDED BY #D1862 D186226 SLA VOIDING RE COMMENT: WRONG AMT		D186225 1/29/04	BT01 528.	00 528.00	-528.0
OGCT6949 D01 D186227 1 SLA T ORIGINAL RECEIPT VOIDED BY #D1862 D186230 COMMENT: WRONG AMT		D186227 1/29/04	BT01 250.	250.00	-250.0
OCT6949 D01 D186231 1 SLA T RE-RING OF ORIGINAL RECEIPT #D1862	27 1/29/04		BT01 240.	00	240.0
ORIGINAL RECEIPT VOIDED BY #D1863 D186311 DJB VOIDING RECEIPT WRONG AMT		D186288 1/30/04	JSTC 40. MYOR 55.		-95.0
3CI1471 D01 D186312 1 DJB T RE-RING OF ORIGINAL RECEIPT #D1862	88 1/30/04		JSTC 40. MYOR 55.		95.0
RGSTR D1			NET ADJUSTMENTS:		-538.0

- Can be requested by specific terminal and/or cash code for one day or a date range
- The Cash Adjustment report is available for each cash register along with a total of "Net Adjustments" for ALL registers on the final page
- Net Adjustments equals the difference between total voids and re-rings (current and prior day)
- Elaborates on Close for Day receipt by providing the following information:
 - Ticket/Case #
 - Venue
 - Division
 - Cash code(s) adjusted
 - Net Adjustments total for court
 - Comment/reason for the void

Cash Assessment Adjustment Report

RUN DATE: 02/2	0/04				2777	77 FRANK	תק אד.ד			the control of the co	PAGE 1
FOR: 01/2	9/04 -	01/31	/04								FAGE 1
						THFIELD,		034			
					CASH	ASSESSMENT	ADJUSTMENT	REPO	RT		
CASE NUMBI	R PART	Y CNT	RECEIPT	/INIT	DATE	CODE	AMOUN	T DI	SP	REASON	
00CM7630	D01	01		LRS	1/29/04	PBOF	-240.0	0		*WAIVE PROBATION FEES PER CHRIS	
00CT7902	D01	01		MJW	1/29/04	JSMO	-40.0			CORRECTING MONETARY ASSESSMENTS	
01A83666	D01	01		MJP	1/29/04	MYOR	-50.0			DEF SAYS NEVER OWNED SATURN OR BEEN TO WY	,
					-,,	PNLO	-50.0			DEL GILLO METON GRAND GREEN ON DEBN 10 H	
						LATE	-20.0				
02A85438	D01	01		DJB	1/29/04	MYOR	-25.0	0 .		CHRISTINE/SWEARS HE UNDERSTOOD WAS PAID	
						LATE	-5.0	0			
02CM3459	D01	01		MJP	1/29/04	MYOR	-91.0			COMMITTED FOR FINES AND COSTS 1/2/4	
						MYSC	-5.0		10		
						SCST	-4.0				
						LATE	-30.0				
02CT4150	D01					WARR	-150.0				
02014150	1001	01		MJP	1/29/04	MYCV	-50.0			COMMITTED FOR FINES AND COSTS 12/26/03	
						MYOR	-161.0				
						MYSC	-5.0				
						LATE	-4.0				
						WARR	-150.0				
						IMPD	-100.0		· ·		
02SM7425	D01	01		MUM	1/29/04	MYSF	-95.0			DEFENDANT SERVED 15 DAYS IN LIEU OF F&C	
					-,,	MYFE	-96.0			DEFENDANT SERVED IS DATE IN MIEG OF FAC	
						MYSC	-5.0				
						SCST	-4.0	0			
						LATE	-60.0	0			
						PBOF	-50.0				
02ST0234	D01	01		MJW	1/29/04	DLRJ	-20.0			BENEFIT OF DOUBT-CLEARED SUSPENSION	
						DLRF	-25.0				
03CD4748	D01	01		MJW	1/29/04	PBOF	-60.0			REDO	
03CI1546	D01	01		RAF	1/29/04	JSTC	-40.0			SEE 03-SD_6376	
03CI1812	D01	01		14.754	1 /00 /01	MYOR	-145.0				
03C11812	DOI	OI		WLM	1/29/04	JSTC	-40.0			RDUC: CHARGE REDUC	
03CI1815	D01	01		MJW	1/29/04	MYOR JSTC	-55.0			DDIIG GUADGE BERLIE	
03011013	201	0.1		1-10 W	1/23/04	MYOR	-40.0 -55.0			RDUC: CHARGE REDUC	
03CT7797	D01	01	D281132	NQ .	1/29/04	JSMO	-55.0		6	SHOWED VALID INSURANCE	
			2001132	2.0	-/45/04	MYOR	-200.0			SHOWED VALLD INSURANCE	
03FY4168	D01	01		MJP	1/29/04	MYCV	-50.0			COMMITTED FOR FINES AND COSTS 12/29/03	
		-			-, , 0 -	JSSS	-45.0			COMMITTED FOR FINES AND COSTS 12/29/03	
						MYSF	-50.0				
						MYFE	-45.0				
						PBOF	-180.0				
03526362A	D01	01	D362588	SK	1/29/04	JSMO	-40.0		6	SHOWED LICENSE	

- Reflects ALL assessments lowered/removed through Cash or Disposition screen in Traffic/Criminal module
 - Listed in case number order
 - Includes clerks initials and reason for adjustment

 Note: Comment/Reason is required to lower/remove assessments
 and is also recorded on the ROA.
- Use this report to monitor modifications made to any assessments

Cash - 2004 Chapter 3: Reports

Cash / Case Mismatched Report

```
JIS DISTRICT COURT
                                                        27777 FRANKLIN RD
RUN DATE: 01/31/04
                                                                                                                           PAGE
        FOR: 12/01/03 - 12/31/03 SOUTHFIELD, MI 48034
TRAFFIC/CRIMINAL
                                                          CASH / CASE-CHARGE-BOND MISMATCHED
 CASE NO. TYPE
                                             NAME
                                                                                   CNT DATE NUMBER CSR ERRORS
03515321
                                                                                   01 12/02/03 D360779 SK M.
03519095C
                                                                                   01 12/03/03 D360817 SK
01 12/05/03 D279675 NS
03522892B
03525826A
                                                                                   01 12/10/03 D279675 NS M,
01 12/10/03 D184721 DJB M,
01 12/10/03 D361082 SK M,
01 12/16/03 D279935 NS M,
01 12/16/03 D279935 NS M,
01 12/16/03 D361263 SK M,
03S762314
035193064
03519306B
03521564
                                                                                   01 12/18/03 D184990 DJB M,
01 12/19/03 D361345 SK M,
01 12/22/03 D280071 NS M,
01 12/22/03 D280072 NS M,
JUROR
03518603
JURORBOND
JURORBONDT
INTERMBOND
                        FENG/QIN/
NGUYEN/TUYET
EMAUS/KIMBERLY/MARIE
                                                                                   01 12/23/03 D185097 SLA M,
01 12/23/03 D280141 NS M,
01 12/23/03 D361468 SK M,
                        M = CASE MASTER RECORD IS NOT ON THE COMPUTER
C = NO CHARGE RECORD (CASE MASTER IS PRESENT)
B = TRUST/AGENCY RECORD MISSING; OR NO MATCHING CASE RECORD
ERROR CODES:
                             = CASH VENUE
= CASE FILE VENUE
```

- Generates two reports; one for Traffic/Criminal and one for Civil
- Traffic/Criminal cases the cash transaction did not match to a case number or charge

Action Required: Add case or charge -or- void the receipt and rering correctly

The venue rang on the receipt was different then the venue on the Case Entry screen

Action Required: Void the receipt and ring under correct venue **OR** correct the venue on the Case Entry screen

 Civil cases - the cash transaction did not match to a case number or party

Action Required: Add case or party -or- void the receipt and rering correctly

This report is non-cumulative when requested daily



Suggestion: Request report daily and take the appropriate action. Re-run report monthly to see that all entries were properly updated.

Closed - Balance Due

RUN DATE: 01/31/04 FOR: 12/01/03 - 12/31/0	JIS DISTRICT COURT PAGE 27777 FRANKLIN RD SOUTHFIELD, MI 48034	1
CASE # NAME	CLOSED CASES WITH A BALANCE DUE CLOSE CNT AMOUNT BALANCE DATE ASSESSED DUE	
00-01218CT WOOD/TAUNDRA/NYRE 00-01219CT WOOD/TAUNDRA/NYRE 00N39489 WOOD/TAUNDRA/NYRE 01-00213CT ANDERSON/GREGORY/ 01-0321ST CARTER/ERIC/VAUGH 01N44106 ANDERSON/GREGORY/ 01N46660 CARTER/ERIC/VAUGH 02-0687-OT DIMECK/NORMAN/JAN 02N51424 DIMECK/NORMAN/JAN 03-025-ST BLAIR/JEFFERY/WII	E-ANTIONETTE 12/12/03 01 45.00 45.00 E-ANTIONETTE 12/12/03 01 45.00 45.00 ALAN 12/08/03 01 45.00 45.00 N 12/18/03 01 45.00 45.00 ALAN 12/08/03 01 45.00 45.00 N 12/18/03 01 45.00 45.00 N 12/18/03 01 45.00 45.00 ES 12/30/03 01 45.00 45.00 ES 12/30/03 01 45.00 45.00	

 Cases that were closed within the date range selected that still have a balance due.



Note: Cases that are closed with a balance due will never purge!



Remove any balance due when closing cases/files **OR** only leave the SOS clearance fee as outstanding when closing.

.....

Cash - 2004 Chapter 3: Reports

Monies by Venue

RUN DATE: 02/20/04 JIS DISTRICT COURT PAGE 1
FOR: 12/01/03 - 12/31/03 SOUTHFIELD, MI 48034

MONIES BY VENUE

		DEPOSIT	TOTALS	NET ADJUS	TED TOTALS
VENUE	DESCRIPTION	AMOUNT	COUNT	AMOUNT	COUNT
01	GRATIOT CNTY	278,909.45	1993	278,614.45	2010
02	ST. LOUIS	8,087.00	67	8,087.00	69
03	ALMA	1,070.00	Ç 6	1,070.00	6
04	BRECKENRIDGE	120.00	1	120.00	1
Total	Monies By Venue:	288,186.45	2067	287,891.45	2086

• Monies by Venue report is based on receipts generated. The dollar amounts listed are not to be used for distribution to the municipality. This is because they include fees that are remitted to the State Treasurer and possibly other units. For the breakdown of what is owed to the municipality see Accounts Breakdown Report (page 3-9).

SOS Clearances

IN DATE: 01/31/04		TRICT COURT					
FOR: 12/01/03 - 12/31/03		RANKLIN RD					PAGE
	SOUTHFI	-					
	DRIVER LICE	ense reinstatement	REPORT				
							78.7
NAME	DRIVERS LIC#	CASE NUMBR PTY CT	OFF DATE OF	FF CD FAC DATE	BCT DÅTE	RECEIPT	AMOU
							14100
KINS/TIMOTHY/GLENN	A325-793-282-837					D102567	25.
KINS/TIMOTHY/GLENN	A325-793-282-837					D102568	25.
KAFAJI/HAMED/ LAND/CASSANDRA/LYNN	A421-298-013-003					D102507	25.
AGAN/JONATHAN/MARK	A453-108-564-325 B250-435-585-613			3500 11/21/03		D218837	25.
YDOUN/ABDUL/RAZZAK	B350-029-730-701					D102592	25.
ADLEY/CAGER/LENARD	B634-108-506-714					D102427 D102473	25.
OWN/AARON/WESLEY	B650-028-870-012	03G54160 D01 01				D102473	25. 25.
INKLEY/PATREZE/HELANE	B652-676-302-610	00N42040 D01 01				D218757	25.
VIS/SYDNEY/EUGENE JR	D120-782-237-082	03W293408 D01 01				D218860	25.
VIS/SYDNEY/EUGENE JR	D120-782-237-082	03W293408A D01 01		3100 11/07/03		D218861	25.
NCAN/MICHAEL/CAMERON ANS/DERRICK/ALLEN LISON/DIANE/LYNN RGUSON/BILLY/JOE LLAND/DANIEL/ALAN	D525-603-108-716			3500 10/06/03		D102588	25.
ANS/DERRICK/ALLEN	E152-139-051-670	00-0577ST D01 01	11/01/00			D102563	25.
LISON/DIANE/LYNN	E425-143-564-091	03-0200-OT D01 01		3200 8/18/03		D102626	25.
RGUSON/BILLY/JOE	F622-089-425-126	97-01460CT D01 01				D219002	25.
LLAND/DANIEL/ALAN		03G52453 D01 01				D102775	25.
AY/MICHAEL/JOE RZA/MARIO/	G600-603-425-775	03-157-ST D01 01				D102439	25.
RZA/MARIO/	G620+585-009-856	03G55702 D01 01				D102676	25.
ISIUS/JACOB/MATTHEW	G620-585-009-856 G622-356-589-184	03G55702A D01 01 03G54129 D01 01		2500 12/01/03		D102677	25.
MES/EDWIN/ROBERT-LEE	J520-188-744-841			3500 6/20/03		D102719	25.
COY/MARIANNE/	M200-585-009-965					D102673 D218847	25.
OD/CARL/RICHARD	M300-108-738-265					D102470	25. 25.
LLS/ERIC/JOHN	M420-234-429-111			2000 6/27/03		D218986	25.
LKA/WENDY/JEANETTE	M420-870-385-643	03-0148-OT D01 01		3000 6/27/03		D102607	25.
LKA/WENDY/JEANETTE	M420-870-385-643	03G30617 D01 01	7/24/03			D102608	25.
NSON/SERENNA/DIEDRE	M525-762-143-126	03G55852 D01 01	9/24/03 2			D102690	25.
NSON/SERENNA/DIEDRE	M525-762-143-126	03G55852A D01 01			12/18/03	0102691	25.
ORE/INDIA/TAMAR	M600-339-785-944	03G53603 D01 01		2000 4/21/03	12/01/03	D102461	25.
ERS/QUINNETTA/DESHAWN WAK/ANTHONY/ROBERT	M620-723-139-741	02-0204-OT D01 01				D102571	25.
CKERSON/WILLIAM/JAY	N200-067-745-577	03G55703 D01 01				D218955	25.
CKERSON/WILLIAM/JAY	N262-887-379-962	03W291419 D01 01		3290 8/18/03		D218710	25.
T T TOTAL A TO COMPANY AND COMPANY	N262-887-379-962 P465-441-603-050					D218717	25.
NCHEM/SHANTEL/DONAE	P465-441-603-050 P525-765-149-851 R200-603-279-853 R200-887-275-174	03W290941 D01 01 99N33523 D01 01				D219050	25.
CKS/MICHAEL/GINO-LADON	R200-603-279-853	98N25873 D01 01		2000 6/28/99 2000 6/19/98		D218842 D218901	25.
SS/WILLIAM/GEORGE	R200-887-275-174	03W291409 D01 01		3220 8/18/03		D102702	25. 25.
SS/WILLIAM/GEORGE	R200-887-275-174	03W291409A D01 01		3290 8/18/03		D102702	25.
UBBS/SHANNON/KRISTY	8312-765-478-655	01N46570 D01 01		3500 11/26/01		D102642	25
EVENSON/JAMES/LEON	S315-367-507-376	96N13880 D01 01		2440 12/06/96		D218988	25.
WLES/TRACIE/LYNN	8420-802-564-658			2000 12/20/02	12/09/03	D102600	25.
LINAZ/RICHARD/ERIC	\$452-738-234-927	02-0579-OT D01 01		3200 10/11/02	12/02/03	D102471	25.
NDERFER/GARY/MAURICE	S536-271-590-298	01-00636CT D01 01	5/30/01	3200 9/24/01	12/15/03	D218899	25.
NDERFER/GARY/MAURICE	S536-271-590-298	01N45099 D01 01	5/30/01 3	3500 8/20/01	12/15/03	D218900	25.
MMOUR/SANA/JABEX-MOHAMED	S560-758-355-537	01N47709 D01 01				D102664	25.
RR/STEPHEN/WILLIAM	T600-777-887-030			2400 7/28/03	12/04/03		25.
RR/STEPHEN/WILLIAM	T600-777-887-030			3100 7/28/03	12/04/03	D102541	25.
RPIK/DAVID/MICHAEL	T612-135-603-482			3500 10/31/03	12/03/03	D102520	25.
RHANICK/DONNA/MICHELE UNG/DARREN/MICHAEL	T652-149-603-777	02N52334 D01 01		2000 12/02/02		D102678	25
	Y520-135-603-288		7/23/02	3100 9/27/02	12/05/03	D218781	25.
	of Reinstatements of Reinstatements	50 1,250.00					

- Lists all Driver License Reinstatement Fees collected (DLRF/DLRJ)
- Sorted in DLN order
- Reports from the All Activity or Net Adjusted Totals Column
 - "Total Number of Reinstatement" includes voids and re-rings
 - "Court Amount of Reinstatement" is the total money the court has receipted for DLRF
- Report reflects 100% of the amount collected under DLRF. The bill from DOS should be for 60% of the amount collected.



May use date parameters that reflect your billing from Department of State's Office

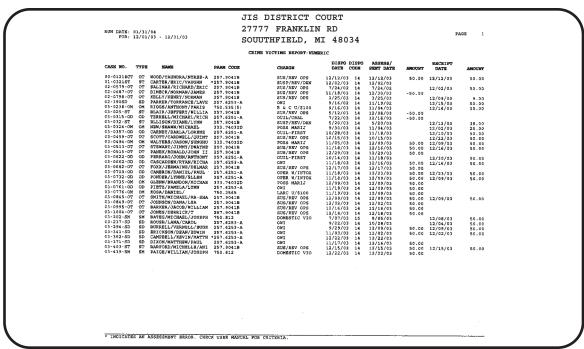
Note: If using this report to reconcile or compare with the SOS billing:

- 1) Take the total Number of Reinstatement reported and subtract any prior month voids (i.e. NSF checks) to get the net number of Reinstatement. for example:
 - 35 2 = 33, 35 being the number on the report, 2 voids, 33 Net Number of Reinstatements
- 2) Multiply the Net Number of Reinstatements by \$25. This amount is the Deposit/Gross Total DLRF. For Example: 33 x \$25 = \$825 (\$825 is what would report as Court Amount of Reinstatement)

Crime Victims Report

The purpose of this report is to assist courts in the proper assessment of the Crime Victims' Rights Fee and to provide the information necessary to complete the monthly report for the Department of Management and Budget. From and through dates are required when requesting this report. Criteria for the report includes:

- Charge code must be indicated as an assessable offense on the statute file
- The sentence date must fall within the date range requested
- Crime Victim monies were receipted or assessed during the reporting period.



RUN DATE: 01/31/04	JIS DISTRICT	COURT	
FOR: 12/01/03 - 12/31/03	27777 FRANKL	IN RD	PAGE
	SOUUTHFIELD,	MI 48034	
CRIMR V	ICTIM RIGHTS ASSESSMENT REPO	P.T.	
1. 21ST DISTRICT COURT	2. Colle	ection Period	
6000 MIDDLEBELT	12/0	1/03 - 12/31/03	
GARDEN CITY MI 48135	Funding	Unit	-
CON	VICTIONS AND ASSESSMENT ORDER	as	_
4. Total Number of Assessable Convict			
5. Total Number of Assessed Defendant		22	
6. Total Dollar amount of Assessments	Imposed	\$ 850.00	
100000000	TS COLLECTIONS AND TRANSMITT		
RANGGROOM	IS COLLECTIONS AND TRANSMITT	M.S	
7. Total Dollar amount of Assessments	Collected	+\$ 972.00	-1
8. Assessments derived from the follow	wing:	372100	-
(X) Serious & Spe	cified Misdemeanors (\$50)	1	
2. Administrative Stipend - 10% of As	sessments Collected	-\$ 97.20	
10. Deposit of Restitution unclaimed f	or 2 years	+\$ 0.00	
11. Refunded Restitution previously re	ported in #10 above	-\$ 0.00	<u> </u>
12. Total Amount of Assessments Transm Treasury for Account #228.37	itted to the Department of	\$ 874.80	
I certify that the information included collected in accordance with FA 196 of 1	in this report is correct and 989.	accurately reflects assessments	!
13. Signature and Title of Preparer		Date	-1
1		1 /	
1			
		***	_1

Cash - 2004 Chapter 3: Reports

Additional Information:

 Appendix O of the Traffic/Criminal User Guide is a listing of offenses with the correct PAAM codes which are assessable according to statute

 The assessment date column reports the sentencing date if there was no crime victim fee assessed

The Department of Management and Budget is required to collect the total number of criminal convictions (item #4 of the Crime Victims Rights Assessment Report). This item reports the total number of non-civil infraction cases sentenced within the reporting period (one count per case). This is regardless of the eligibility of the offense for purposes of the Crime Victim Rights Assessment.

If a case does not meet the Crime Victim Fee (MYCV) criteria an asterisk (*) will appear in the PAAM Code Column. Listed below are reasons why a case on this report might have an asterisk:

- Current and Original charge is Attempt, Conspire or Solicit with offense date prior to May 1, 1994
- Ordinance case types prior to May 1, 1996
- No Guilty Disposition on the case or incorrect type of disposition (i.e. DS23)
- More than one MYCV assessment per case
- An accident and NOT specified by an accident type on the Case Entry screen
- Crime Victims Reportable field **not** updated correctly in the Statute file with an X, S, or A

Page 3-19

Court Summary

This report is a summary of the Cash Detail Reports for a date range and produces the following:

- Amount Type Breakdown
- Monies Received per Drawer
- Venue, T&A, and Deposit Totals
- Accounts Breakdown
- Use the date parameters that reflect your transmittal period
- The Net Adjusted Totals column on Accounts Breakdown may be used to manually prepare a local transmittal, if the court is not using the automat ed local transmittal form.

State and Local Transmittal

The Local Transmittal is designed to allow the courts as much flexibility as possible to create an automated transmittal for monies collected and reported to the local District Control Unit. The State Transmittal is defined by the Department of Treasury and generates from the system on demand.

When adding a new cash code, you are prompted to enter a Transmittal line number for proper placement on the report. See Cash Codes Update, Chapter Four. The descriptions printed on the report are taken from the Account ID field on the cash code screen or transmittal setup and can be changed. Some cash codes require a split to multiple accounts. This report is able to reflect those splits on separate line numbers.

LOCAL TRANSMITTAL

Three reports are created when the Local Transmittal is requested:

- The Local Transmittal Form as defined in the transmittal setup, reporting the Fund, Account Number, Account Name and the Amount Collected for the date parameters selected
- A Non-Reported Cash Collected report listing any cash code where monies were colected, that did not have a local line # identified in the Cash Codes Update file.
- A Transmittal Audit which provides detailed totals, sorted by transmittal line number, listing each cash code, description, percentage and amount collected on the Transmittal Form

STATE TRANSMITTAL:

Four reports are created when the State Transmittal is requested:

- The SCAO approved Transmittal Form as defined in the transmittal setup by JIS (printed on either 8x11 or AFP/HPT format)
- A Non-Reported Cash Collected report listing any cash code where monies were collected, that did not have a state line # identified in the Cash Codes Update file
- A Transmittal Audit which provides detailed totals, sorted by transmittal line number, listing each cash code, description, percentage and amount collected on the transmittal form
- An Audit of the cases that were reflected in line 12



Voids and re-rings from a prior month do not have any affect on a prior month transmittal. (For Example: A receipt rang in November and subsequently voided and re-rang in December, would not reflect a change if the November transmittal were reprinted.)



WARNING: **DON'T Delete** cash codes that have EVER been used! If a cash code is deleted, the code and monies are unable to be reported.

Samples of State and Local Transmittal and supporting audits are found on pages 23-30.

State Transmittal

Michigan Department of Treasury 295 (Rev. 8-03) Issued under authority of P.A. 71 of 1919 and the laws stated below.

Collections are due by the 20th of the month.

Fee Transmittal for State of Michigan District or Municipal Court Offices

INSTRUCTIONS: Use this form to transmit all fees to the Michigan Department of Treasury. You may no longer use Form 588 (formerly L-3215). Follow the filing instructions at the bottom of the form. Send the original plus five (5) additional copies of the completed form.

Court Number, Name and Address		County	J.	
99TH JUDICIAL DISTRICT		HAPPY	VILLE	
27777 SUNNY LAKE LANE STE 1300		Reporting	Period	(month/year)
HAPPY VILLAGE, MI 47777				1 - 1/31/04
Collections Due to the State Treasurer		Accou		Amount
1. DO NOT USE			1.	
2. DO NOT USE			2.	
3. Civil Filing Fee Fund - MCL 600.171		. 228.5	8 3.	3,794.00
4. State Court Fund - MCL 600.8371			2 4.	390.00
5. Justice System Fund - MCL 600.181			9 5.	8,699.00
6. Juror Compensation Reimbursement Fu				
Civil Jury Demand Fee - MCL 600.8371		228 5	7 62	30.00
Drivers License Clearance Fee - MCL 257.32				
7. Crime Victims Rights Fund - MCL 780.9				
8. Convicted Drunk Driver Assessment -		. 220.3	, ,.	
Reimbursement of Allowable Expenses Due St		220 4	7 02	
Reimbursement of Allowable Expenses Due De		. 220.4	/ oa.	
Natural Resources	•	220 4	0 01-	Section 1999
9. Judgment Fee - Department of Natural Res			s sp.	
-				
MCL 324.1609, MCL 324.40119, MCL 324.48740 O. Children's Trust Fund - Playground Equ		. 228.2	0 9.	
MCL 408.685		. 228.3	в 10.	
1. Total Collections Due to the State				14,537.80
Add lines 1 through 10. Enter here				
 Report the total number of traffic the reporting period in which they in MCL 600.181. If an error is discovered as fully collected in a procurrent reporting period total +/- 	became paid in vered in the to ior month, adju	full otal ust the	e	
fully collected in the reporting pe	riod			170
I certify that the fees reported and remitted compliance with the specified statutes.				
Signature of Preparer	Preparer's Phone Numb	er I	ate	
	(249) 352-8990		FEB.	20, 2004
- 1	Title			
BETSY BAKER	BOOKKEEPER			

Mail original form plus five (5) additional copies and a check, payable to "State of Michigan", in the amount on line 11 to:

Michigan Dept. of Treasury - Receipts Processing Lansing, MI 48922

Direct questions to:

Treasury, Local Audit & Finance Division - (517) 373-3227 State Court Administrator's Office - (517) 373-5596 Treasury, Receipts Processing Division - (517) 636-5386

An on-line fillable version of this form is available on the Internet at www.michigan.gov/treasury

(click on "Local Government" then "Forms/Instructions")

State Non-Reported Cash Collected Report

			Non-Reported C	agh Collecte	A - STATE	
			non Reported C	WOIL COTTECTE	G DIAIL	
Account ID	%	Code	Amount		Remarks	
(BOND)	100%	BT01	10,050.00	1 3 3		
(RESTIT)	100%	MYRS	1,831.00	18.08.0		
(TRUST)	100%	MYTR	15.00	1.5		
*SOS DLRF	60%	DLRF	750.00	The second second second		
@ST FINE	100%	MYSF	2,009.00	The end and		
ATTNYFEE	100%	MFAT	1,000.00			
BLDG FUND	100%	BLDG	2,079.00			
BOND FORFEIT	100%	BD04	1,500.00			
CITY DLRF	40%	DLRF	500.00		100	
COMM SERVICE	100%	CMSV	75.00	1 3 4 LV 10		
COPY FEE	100%	MYCO	55.00	1 × 15		
COSTS ASSESS	100%	MFCS	836.00			
CVL FEE/OTHR	100%	MYCF	45.00	1 12 1 1		
CVL FILE FEE	100%	CVL4	1,931.00	1 1 1 1		
GARN FEE	100%	MYGA	2,475.00	9		
INSURANCEFEE	100%	MYIF	675.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
JURY FEE	80%	MYDJ	120.00			
LATE FEE	100%	LATE	1,430.40			
MAIL FEE	100%	MYMF	82.00			
MARRIAGE	100%	MYMR	10.00			+
ORD F & C	100%	MYOR	17,247.00			
PENLTY-ORDIN	100%	PNLO	1,035.00		*,	
PENLTY-STATE	100%	PNLT	625.00			
PROB FEES PROBATION	100%	PROF	1,585.00			
SCREEN FEE	100%	PBOF	5,050.00	<u> </u>		
SOS FEE/JURY	100%	PBSF	340.00			
STATUTE COST	100%	DLRJ	250.00			
WARR FEE	100%	MYFE WARR	3,567.00			
WORK RELEASE	100%	PWRP	1,072.00	4		
WRIT FEE	100%	MYWE	2,008.00 90.00		r ·	
10% C VICTIM	10%	MYCV	97.20			
50% MOTN FEE	50%	MOTN	390.00			
656	100%	PAYP				
	1 1002	PAIP	925,00			
Total Non-Report	ed Cash	Collecte	d \$	61,749.60		
Reported Cash Co	llected		\$	14,537.80		
Grand Total Coll			;\$ <u>,</u>			

 Reports all cash codes that had money receipted that are not included in the totals on the State Transmittal Form

State Transmittal Audit

'OR: 01/01/04	- 1/31/04 SOUTHFIELD	, MI 48				Page 1
ACCOUNT ID	ACCOUNT NAME	VENUE	AUDIT DESCRIPTION	PERCENTAGE	AMOUNT COLLECTED BY CODE	TOTAL AMOUNT COLLECTED
*CVL > 10K	CIVIL FILING FEE FUND			100		
				100		
				100		
				100	126.00	
				100	1,092.00	
				100	966.00	
*228.58				100	714.00	3,794.00
*228.42	STATE COURT FUND - CIVIL			50	410.00	200100
	JUSTICE SYSTEM FUND			100	125.00	390.00
				100	1,600.00	
				100	931.00	
				100	6,080.00	
				100	145.00	
				100	145.00	
				100	200.00	
			· · · · · · · · · · · · · · · · · · ·	100	275.00	
*228.59				100	160.00	8,699.00
228.57	JUROR COMP - CIVIL JURY			20		30.00
228.57	JUROR COMP - CLEARANCE			75	1,035.00	750.00
	CRIME VICTIMS RIGHTS FUND			90	1,131.30	874.80
	ACCOUNT ID *CVL > 10K *228.09 *228.42 *228.58 *228.58 *228.58 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59	ACCOUNT ID ACCOUNT NAME **CVL > 10K	ATE: 02/20/04 06:11 PM 27777 FRANKLIN RD SOUTHFIELD, MI 48 TRANSMITTAL AUDIT - ACCOUNT ID ACCOUNT NAME VENUE *CVL > 10K CIVIL FILING FEE FUND *228.09 *228.58 *228.58 *228.58 *228.58 *228.58 *228.59	**COUNT ID ACCOUNT NAME VENUE DESCRIPTION **CVL > 10K	ATE: 02/20/04 06:11 PM	ATE: 02/20/04 06:11 PM 27777 FRANKLIN RD SOUTHFIELD, MI 48034 TRANSMITTAL AUDIT - STATE ACCOUNT ID ACCOUNT NAME VENUE DESCRIPTION PERCENTAGE BY CODE *CVL > 10K CIVIL FILING FEE FUND 100 *228.09 100 *228.58 100 1,092.00 *228.58 100 966.00 *228.58 100 714.00 *228.58 100 100 1,092.00 *228.58 100 714.00 *228.59 JUSTICE SYSTEM FUND 100 125.00 *228.59 100 100 1,600.00 *228.59 100 931.00 *228.59 100 931.00 *228.59 100 100 145.00 *228.59 100 145.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00 *228.59 100 200.00

Page 3-25

State Transmittal Audit - Line 12

RUN DATE:	01/31/04			TRICT COURT			
		- 12/31/03		RANKLIN RD			Page 1
	,, ,,	_=, 51, 03	SOUTHFI	LD, MI 48034			
			TRANSMI	TTAL AUDIT - LINE 12		All the Control	
100000	Calendary	Salar Medical					
CASE	CNT	CODE	ACTION	DATE	******		
00N42040							
01N46925	01 01	MYSR MYSR	PAYMENT	12/04/03 12/09/03			
01N47709	01	MYSR	PAYMENT	12/16/03		Egendina systematik Georgia	
02N47843	01	MYSR	PAYMENT			그 아내가 이렇게	
02N50819	01	MYSR	PAYMENT	12/02/03 12/05/03			
02N52196	01	MYSR	PAYMENT	12/09/03		And Spirited	
02N52334	01	MYSR	PAYMENT				
03G22887	01	JSTC	VOID	12/17/03 12/02/03			
03G30616A	01	MYSR	PAYMENT	12/02/03			
03G45293	01	JSTC	PAYMENT				
03G45294	01	JSTC	PAYMENT	12/01/03			
03G45295	01	JSTC		12/11/03			
03G48497	01	JSTC	PAYMENT	12/02/03		* ************************************	
03G51869	01	JSTC	PAYMENT	12/30/03			
03G51875	01	JSTC	PAYMENT	12/01/03			
03G51923	01	MYSR	PAYMENT	12/29/03		Control of the Control	
03G51923	01	JSTC	PAYMENT	12/02/03		AND A SECTION	
03G52088	01	JSTC	PAYMENT	12/17/03			
03G53603	01	MYSR		12/09/03		and the second	
03G54004	01	MYSR	PAYMENT	12/01/03		W. Company	
03G54340	01	JSTC		12/08/03			
03G54464A			PAYMENT	12/10/03		10 m	
03G54464A	01 01	MYSR MYSR	PAYMENT	12/03/03			
03G54630A	01		PAYMENT	12/04/03	- A 1, 45		
03G54651A		MYSR	PAYMENT	12/04/03		一つ付ける動物	
03G54851A	01 01	JSTC JSTC	PAYMENT	12/03/03			
03G54841	01		PAYMENT	12/11/03			
03G54842	01	JSTC JSTC	PAYMENT	12/08/03		and the second	
03G54845	01		PAYMENT	12/10/03			
03G55974 03G55010	01	JSTC JSTC	PAYMENT	12/16/03		200	
03G55010	01	JSTC	PAYMENT	12/10/03			
03G55015A	01	JSTC	PAYMENT	12/08/03		tyle i rea	
03G55043	01	JSTC	PAYMENT	12/08/03			
03G55160B	01	JSTC	PAYMENT	12/29/03			
03G55160B	01	JSTC	VOID	12/02/03			
03G55294	01	JSTC		12/09/03			
03G55294	01	JSTC	PAYMENT	12/05/03			
03G55403	01	JSTC	PAYMENT	12/12/03			
03G55403	01	JSTC	PAYMENT	12/12/03			
03G55404 03G55405	01		PAYMENT	12/12/03			
03G55405 03G55408	01	JSTC	PAYMENT	12/12/03			
03G55408 03G55410	01		PAYMENT	12/16/03		The State of the Control of the Cont	
		JSTC	PAYMENT	12/05/03			
03G55452A 03G55462	01 01	JSTC	PAYMENT	12/03/03		65,25	
03655462	0.1	JSTC	PAYMENT	12/02/03			

Shows the civil infractions paid in full during the reporting period.

3W302659 6N13880 8N25873 9N33523	01 01 01 01	JSTC MYSR MYSR MYSR MYSR	ACTION PAYMENT PAYMENT PAYMENT PAYMENT	12/03/03 12/22/03 12/16/03 12/10/03			
PAYMENTS FOIDS	175 5 170						

Last page shows ttotal number of cases

Chapter 3: Reports

Local Transmittal

	ourt Collection : OAKLAND	nsmittal Advice for 12/01/03 - 12/31/03 County	Page :
27777 FRANKLIN	RD., STE 1300, SUN	NY SPRINGS, MI 48034	
FUND	ACCOUNT	ACCOUNT NAME	AMOUNT COLLECTED
STATE OF MI	228.58 228.42 228.59 228.57 228.57 228.37 228.47 228.20	CIVIL FILING FEE FUND STATE COURT FUND JUSTICE SYSTEM FUND JUROR COMP FUND-JURY DEMND JUROR COMPENSATION FUND 90% CRIME VICTIM CONVICTED DRUNK DRIVER FEE CONSERVATION JUDGMENT FEE CONSERVATION RESTITUTION CHILDREN'S TRUST FUND	3,794.00 390.00 8,699.00 30.00 750.00 874.80
SEC. OF STATE		TOTAL STATE OF MICHIGAN	14,537.80
		60% CLEARANCE FEE	750.00
		TOTAL DUE SEC. OF STATE	750.00
*****	******	*******	
WAYNE COUNTY		STATUTE FINES MOTOR CARRIER 30% FINE	2,009.00
		TOTAL DUE WAYNE COUNTY	2,009.00
		CONVICTED DRUNK DRIVER FEE	:
		TOTAL WC DRUNK DRIVER FEE	
******	******	********	
ESCROW FUNDS		CASH BONDS RESTITUTION TRUST/GARN PAYMENTS	10,050.00 1,831.00 15.00
		TOTAL ESCROW FUNDS	11,896.00
*****	******	*********	
DIST FUND UNIT REVENUE CODE:	658		
!		PROBATION OVERSIGHT FEES	6,635.00
	-	TOTAL PROBATION COLLECTED	6,635.00

First page of Sample Local Transmittal

Note: This is just a sample of one way to set up the Local Transmittal. This may be modified in various ways to suit individual court needs.

Page 3-27

Local Transmittal (page 2)

State of Michigan 99-2 District Cou		for 01/01/04 - 1	/31/04	Page 2
27777 FRANKLIN RO	AD-SUITE 1300, SU	JNNY SPRINGS, MI	48034	(801) 555-1212
FUND	ACCOUNT NUMBER	ACCOUNT NAME		AMOUNT COLLECTED
		GRAND TOTAL COL	LECTED	119,895.59
I certify that the				nd are
MARCH 1, 2004 Date	BESSIE MAY	BROOKMAN	BOOKKEEPF Title	SR

Last page of Local Transmittal

Local Non-Reported Cash Collected Report

FOR: 12/01/03 - 12/31/03			
_(Bonds)	RUN DATE: 01/31/04 FOR: 12/01/03 - 12/31/03	27777 FRANKLIN RD SOUTHFIELD, MI 48034	
Total Non-Reported Cash Collected \$ 200.00 Reported Cash Collected \$	Account ID % Code	Amount	Remarks
Reported Cash Collected \$	_(Bonds) 100% BT01	200.00	
Reported Cash Collected \$		·	
, , , , , , , , , , , , , , , , , , ,	Total Non-Reported Cash Collected	\$ 200.00	
Grand Total Collected \$ 76,287.40 ==========	Reported Cash Collected	\$	
	Grand Total Collected	\$ 76,287.40	en transport de la companya del companya del companya de la compan

 This will sum together the amount reported on the Local Transmittal with the cash codes that were not reported on the Local Transmittal for a grand total collected by the court



Note: The above example shows bonds and restitution are not reported to the funding unit on the Local Transmittal but are included in the grand total.

Local Transmittal Audit

RUN DA	ATE: 01/31/04 FOR: 12/01/03	09:52 AM 277 - 12/31/03 SOU	DISTRICT 77 FRANKLI THFIELD, M	N RD I 480				Page 1
CODE	ACCOUNT ID	ACCOUNT NAME		VENUE	AUDIT DESCRIPTION	PERCENTAGE	BY CODE	TOTAL AMOUNT
TF1 TF2 TF3		CIVIL FILING FEE				100	224.00 1,316.00 1,302.00 952.00	
IRPA ISMO ISSS ISTC IJTF IYHS IYSC IYSR	*228.42 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59 *228.59	STATE COURT FUND JUSTICE SYSTEM FU	ND			50 100 100 100 100 100 100 100 100	390.00 110.00 1,280.00 689.00 5,680.00 140.00 225.00 225.00 180.00	3,794.00
LRJ YCV LRF YSF T01 YRS YTR	228.57 228.57 *228.37 *SOS DLRF @ST FINE (BOND) (RESTIT) (TRUST) PROB FEES PROBATION	JUROR COMP FUND-J JUROR COMPENSATIO 90% CRIME VICTIM 60% CLEARANCE FEE STATUTE FINES CASH BONDS RESTITUTION TRUST/GARN PAYMEN PROBATION OVERSIG	n fund Ts			60 100 100 100	874.80 750.00 2,009.00 10,050.00 1,831.00 15.00	10,050.00 1,831.00 15.00
FAT FFAT FFAT FFAT FFAT FFAT FFAT FFAT	ATTNYFEE COSTS ASSESS 656 STATUTE COST ORD F & C PENLTY-STATE LATE FEE PENLTY-ORDIN CITY DLRF SOS FEE/JURY BOND FORFEIT WARR FEE COPY FEE MARRIAGE COMM SERVICE INSURANCEFEE 50% MOTN FEE CVL FEE/OTR JURY FEE	ORDINANCE PINES & PENALTY STATE 20% LATE FEE PENALTY ORDINANCE 40% CLEARANCE FEE 52% CLE FEE/JUROR BOND FORFEITURES WARRANT FEES COPY/FORM FEES MARRIAGE FEES COMMUNITY SERVICE INSURANCE FEES	N FEE COSTS COMP			100 100 100 40 25 100 100 100 100 100 100 50 100 80 100	97.20 1,000.00 836.00 925.00 3,567.00 17,247.00 625.00 1,430.40 1,035.00 250.00 1,500.00 1,500.00 1,072.00 55.00 10.00 75.00 675.00 390.00 45.00 120.00 171.00 799.00 713.00	17,247.00 625.00 1,430.40 1,035.00 500.00 250.00
****	CVD FIDE FEE					100	248.00	1,931.00
RUN D.	ATE: 01/31/04 FOR: 12/01/03	09:52 AM - 12/31/03 SO	S DISTRICT 777 FRANKLI UTHFIELD, M	N RD				Page 2
	ACCOUNT ID	ACCOUNT NAME		VENUE	AUDIT DESCRIPTION	PERCENTAGE	AMOUNT COLLECTED BY CODE	TOTAL AMOUNT
YGA YMF YWE PBSF WRP BLDG	GARN FEE MAIL FEE WRIT FEE SCREEN FEE	MAILING FEES WRIT FEES	RAM FEES				2,475.00 82.00 90.00 340.00 2,008.00 2,079.00	2,475.00 82.00 90.00 340.00 2,008.00 2,079.00
						GRAND	TOTAL COLLECTED	76,287.40

Code/Payer Audit

This report is in alphabetical order by defendant name and lists the case number, receipt number, receipt date and the amount paid for any four character cash code (e.g. MFAT) and date range specified. The example below is a detailed list of MFAT (Court Appointed Attorney Fee) payments received by the court from 12/1/03 - 12/31/03.

RUN DATE: 02/02/04 FOR: 12/01/03 - 12/31/03 MFAT	JIS DISTRICT ATTORNY FEES	COURT PAYER AU	DIT	PAGE 1
NAME	CASE	RECEIPT	DATE	PAID
ANDERSON/MICHAEL/EARL FRANKS/COREY/BENJAMIN FULP/MARKUS/LUCIOUS GINTHER/KELLY/DEAN II HOWARD/GLENN/ALAN JR IVORY/DEJUAN/CORTEZ JANJANIN/MATHEW/JOSEPH KIRKMAN/ROBERT/LEE LOZON/STEVEN/LAWRENCE MCKINNIE/ALVIN/CORNELL SIMPSON/KIM/REANY	02-5036 03B71979C 02-1500 02-11378 03B79159B 02B67665 03B77916 03-12978 01B70299 03B78638 02B69300B	D118255 D118830 D117819 D118837 D118440 D117989 D118689 D118423 D118090 D118364 D117925	12/11/03 12/29/03 12/03/03 12/29/03 12/16/03 12/05/03 12/22/03 12/16/03 12/09/03 12/15/03 12/04/03	20.00 150.00 75.00 150.00 150.00 150.00 150.00 200.00 150.00

Outstanding Receivables

The report shows the amount in receivables by case number for a specific cash code or a summary of the receivables for ALL cash codes if the cash code field is left blank. For purposes of this report, outstanding receivables includes undisposed cases that have assessments associated with them (including payable tickets). The receivables are arranged in "aged days" category, e.g. 1-15, 16-30, 31-60, 61-90, 90-180, 181-360, 361-540, 541-720 and 720+.

Selection Requirement:

• A Date must be indicated in the first field to report the monies outstanding as of a particular date, e.g., 123103.

Selection Options:

- Cash Code, if indicated will give you the money assessed and unpaid as
 of the date indicated, e.g. MFAT (attorney fees)
- Omit > 7 Yrs Old, if indicated the report will exclude any money outstanding that was assessed more than 7 years ago.
- **Omit Closed**, this option will exclude any cases that were closed that still had any assessments that were not paid, e.g., DLRF etc.
- **Aging Detail** if selected, must be indicated in the exact number of days as follows: 1-15, 16-33, 31-60, 61-90, 91-180, 181-360, 361-540, 541-720, or 720- (leaving the second field blank).

RUN DATE: 02	., = = , .	27	777 FRANK UTHFIELD,		34			PAGE	1
541	720	AGE DET	AIL OUTST	ANDING	RECEIVABLES	- AS OF	: 12/31/03		
CASE NO.	PTY	COUNT		NAME		CZ	ASE STATUS	AMO	UNT
00-00162CT	D01	01 WAD	E/TREVOR/	EMMANUE	L		CLOSED	45	.00
00-00219CT	D01		SER/MICHA				CLOSED		.00
00-00265CT	D01	O1 WIT	TITAMS/ATE	ERTA/			CLOSED	368	
00-00812CD	D01	01 SPE	CKMAN/KEI	TH/DENN	IS		PROBAT	1,605	
01-00050CM	D01	01 FLE	MMINGS/MA	RIA/			PROBAT	180	.00
01-00417CT	D01	01 FLE	MING/MICH	AEL/DWA	YNE			440	.00
01-0043SM	D01	01 TOD	D/JACK/ED	WARD			CLOSED	95	.00
01-00471CM	D01	01 SUR	SELY/ANGE	LA/DAWN				90.	.00
01-00522CT	D01	01 STR	EETER/ERN	EST/			CLOSED	45	.00
01-00668CT	D01	01 ZIU	LKOWSKI/R	OBERT/D	AVID			445	.00
01-00705CT	D01		NER/MICHA				CLOSED	45	.00
01-00814CD	D01		K/NATHAN/					75	.00
01-00884CD	D01		NAN/MICHA				PROBAT	75.	.00
01-00996CT	D01	01 ALL	ISON/JERE	MY/DEWA	YNE			279	.20
02W257731A	D01	01 JON	ES/TAMMY/	LYNN				236	.00
02W265015	D01	01 SAN	TIAGO/ENF	IQUE/GA	BRIEL			110	.00
02W265015A	D01	01 SAN	TIAGO/ENR	IQUE/GA	BRIEL			170	.00
02W265016	D01	01 SAN	TIACE/RIC	'ARDO/				60	.00
02W267031	D01	01 SMI	TH/DANIEL	LE/MONI	QUE			185	.00
02W267031A	D01		TH/DANIEL					170	.00
02W267031B	D01		TH/DANIEL					110	
02W272499	D01	01 REC	HR/BETH/A	NNE				185	
02W273828	D01	01 COC	PER/PAUL/	SCOTT				176	
02W273830	D01	OT BOM	MAKITO/MI	CHAEL/U	OSEPH			176	
03-12228SD	D01		LS/SCOTT/					210	
95-01326CT	D01		DWARD/TAN					410	
95G06204	D01		DWARD/TAN					140	
97-01257CT	D01		CHALL/ANT				CT OURD	518	
99-00872CT	D01		Y/BRIAN/F Y/BRIAN/F		 A Note that B To Control 		CLOSED	45 45	
99-00873CT	D01	01 001	I/BKIAN/F		12 V				.00
TOT	'AL CC	OUNT:	234	T	OTAL AMOUNT	OUTSTAN	DING:	48,489	.40
			RECEIV	ABLES -	AGE IN DAYS	5			
			PROBATI			ROBATION		RT TOT	
AGE			AMOUNT	CASES	AMOUNT	CASES	JOMA	JN1 C	ASES
1-15			440.00	3	4,788.22		5,228		37
16-30		_	200.00	1	7,381.00		7,581		61
31-60				9	21,367.00				201
61-90			,823.00	15	22,448.00				172
91-180	_		,586.00	43	54,584.00				344
181-360			,502.28	52	76,386.00				492
361-540			,435.20	34	42,977.00				271
541-720)		,548.00	18	36,941.40		48,489		234
720 +		55	,759.20	83	264,574.80	0 2051	320,334	1.00	2134

Shown above is the report of outstanding receivables with aging detail, (541-720 days). It is reported by case number.

RUN DATE: 02/20/04 JIS DISTRICT COURT 27777 FRANKLIN RD SOUTHFIELD, MI 48034

PAGE

1

SUMMARY REPORT - OUTSTANDING RECEIVABLES - AS OF: 12/31/03

CODE	DESCRIPTION	PROBAT AMOUNT	COUNT	NON-PRO AMOUNT	BATION		TOTAL
CODE	DESCRIPTION	AMOUNT	COOMI	MMOOINI	COOMI	AMOUNT	COONT
BDCK	BAD CHECK	.00		150.00	3	150.00	. 3
	BLDG FUND	4,243.00	142	29,018.00	1964	33,261.00	_
	CASH BOND	.00		9.00	1	9.00	1
CMSV	COMM SERVICE	130.00	2	75.00	1	205.00	
CMVF	CMV ST FINE	.00		960.00	16	960.00	
DLRF	CLR FEE/DLRF	725.00	29	57,300.00	2291	58,025.00	
DLRJ	CLR FEE/DLRJ	580.00	29	41,355.00	2067	41,935.00	
FLAB	FORENSIC LAB	300.00	2	285.00	2	585.00	
JRPA	JAIL REIMBUR	.00		1,920.00	384	1,920.00	384
JSMO	STATE COSTS	200.00	5	5,190.00	130	5,390.00	135
JSNC	STATE COSTS	.00		60.00	6	60.00	6
JSSS	STATE COSTS	586.00	14	675.00	15	1,261.00	29
JSTC	STATE COSTS	.00		15,720.00	393	15,720.00	393
LATE	20% LATE FEE	8,883.40	87	46,721.20	1702	55,604.60	1789
	ATTORNEY FEE	3,994.00	22	6,995.00	38	10,989.00	60
	COSTS ASSESS	4,624.00	43	19,993.00	274	24,617.00	317
MJTF		· 4 25 · · · .00		5,090.00	1018	5,090.00	
	CRIME VICTIM	2,842.00	62	5,241.00	116	WEST 8,083.00	178
	STATUTE COST	10,684.00	49	26,311.50	632	36,995.50	681
_	HWY SFTY FEE	.00		5,075.00	1015	5,075.00	1015
	INSURANCE FE	.00		6,875.00	275	6,875.00	
	ORDNCE F & C	23,230.00	73	109,479.00	1905	,	1978
	RESTITUTION	6,154.28	4		4	6,560.50	8
	STATE COST	330.00	66	7,636.00	1530	7,966.00	
	STATUTE FINE	8,015.00	45	15,905.50	627	23,920.50	672
	SEC ROAD FEE	.00		6,860.00	978	6,860.00	978
	PAY PLAN FEE	1,664.00	67	3,400.00	134	5,064.00	201
	PREV BALANCE	125.00	1	290.00	6	415.00	° 7
	PBTN OVRSIGT	41,342.00	200	6,907.00	45	48,249.00	
	PBTN SRG FEE	1,195.00	35	980.00	28	2,175.00	63
	PENLTY-ORDIN	.00		25,710.00	1245	25,710.00	
	PENLTY-STATE	.00	1.0	9,075.00	417	9,075.00	417
	PROBATION FE	4,360.00	16	220.00	2	4,580.00	18
	WORK PROGRAM	10,015.00	44	12,652.00	59	22,667.00	
	STATE CST/93	248.00	62	5,828.00	1457	6,076.00	
	WARRANT FEE	8,971.00	126	50,355.00	783	59,326.00	909
WCSA	CONV DD FEE	125.00	1	725.00	7	850.00	8
TOTL	COURT TOTALS	143,565.68	1226	531,447.42	21570	675,013.10	22796

Above is a report by each cash code of outstanding monies owed to the court as of 12/31/03. Separate columns differentiate between balances for cases on Probation versus Non-Probation.

RUN DATE: 02/20/04 PAGE 2

27777 FRANKLIN RD SOUTHFIELD, MI 48034

SUMMARY REPORT - OUTSTANDING RECEIVABLES - AS OF: 12/31/03

RECEIVABLES - AGE IN DAYS

	PROBAT	ION	NON-PRO	BATION	COURT T	OTAL
AGE	AMOUNT	CASES	AMOUNT	CASES	AMOUNT	CASES
1-15	440.00	3	4,788.22	34	5,228.22	37
16-30	200.00	1	7,381.00	60	7,581.00	61
31-60	1,272.00	9	21,367.00	192	22,639.00	201
61-90	7,823.00	15	22,448.00	157	30,271.00	172
91-180	28,586.00	43	54,584.00	301	83,170.00	344
181-360	18,502.28	52	76,386.00	440	94,888.28	492
361-540	19,435.20	34	42,977.00	237	62,412.20	271
541-720	11,548.00	18	36,941.40	216	48,489.40	234
720 +	55,759.20	83	264,574.80	2051	320,334.00	2134
TOTL COURT TOTALS	143,565.68	258	531,447.42	3688	675,013.10	3946

Above is the summary of outstanding receivables as of 12/31/03 reported in aging detail.

Summary Report of Audited Cases (Audited Accounts - SCAO 21)

This reports supplements the Outstanding Receivables Report. To get this report request the Outstanding Receivables Report without a cash code or aging detail criteria. (See pages 3-32 through 3-35)

The Summary Report of Audited Cases will include:

- Outstanding amounts by Amount Type (i.e. Restitution, Crime Victim, etc.)
- Outstanding amounts broken down into two categories: less than two years (0 - 730 days) and more than 2 years (731 - 2556 days)

Any Trust/Agency amount type must be subtracted from the total amount due before submitting the report

It does not include:

- Closed Cases
- Non-disposed Cases with money due
- Cases older than 7 years

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RUN DATE: 02/20/04 JIS DISTRICT COURT PAGE 2 27777 FRANKLIN RD SOUTHFIELD, MI 48034 SUMMARY REPORT - OF AUDITED CASES - AS OF: 12/31/03 Less Than 2 Years (0 - 730 Days) More Than 2 Years (731- 2556 Days) CODE DESCRIPTION AMOUNT **AMOUNT** DLRF SOS CLEARANC 25,050.00 32,808.00 DLRJ CLR FEE/DLRJ 20,040.00 26,260.00 3,695.00 JRPA JAIL REIMB .00 725.00 JSMO STATE COSTS .00 JSSS STATE COSTS 585.00 .00 JSTC STATE COSTS 30,160.00 .00 LATE 20% LATE FEE 42,598.60 59,076.40 7,505.00 MFCS COSTS ASSESS 8,515.00 .00 MFEE MISC FEES 25.00 3,758.00 MJTF MJTF 5,330.00 MYBC BOND COSTS 10.00 .00 MYCV CRIME VICTIM 1,370.00 650.00 MYFE STATUTE COST 100.00 .00 MYHS HWY SFTY FEE 3,760.00 MYOR ORDNCE F & C 147,869.00 5,325.00 117,253.00 MYRS RESTITUTION 488.00 -e- Middle - det 2,358.00 MYSF STATUTE FINE .00 5,325.00 MYSR SEC ROAD FEE 8,966.26 PARK PARKING FEE 31,455.00 45,042.00 7,718.00 4,190.00 PBOF PBTN OVRSIGT PBSF ALC SCREEN 295.00 180.00 PNLO PENLTY-ORDIN 58,935.00 77,163.00 TOTL COURT TOTALS 395,082.86 389,500.40 # OF CASES: 4337 5379

Above is Summary Report of Audited Cases.

All outstanding cash accounts are listed in two columns; less than two years and more than two years.

RUN DATE: 02/20/04

JIS DISTRICT COURT 27777 FRANKLIN RD SOUTHFIELD, MI 48034

PAGE

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SUMMARY REPORT - OF AUDITED CASES - AS OF: 12/31/03 AUDIT SUMMARY

Less Than 2 Ye	ears (0 - 730	Days)	More Than 2 Years	(731- 2556 Day	rs)
	AMOUNT	CASES		AMOUNT	CASES
AUDIT TOTAL:	395,082.86	4337		389,500.40	5379
OMITTED FROM AUDIT:					
CLOSED:	115.00	2		275.00	10
NOT DISPOSD:	42,271.00	366		30,169.00	218
7 YEARS OLD:	.00			37,496.80	201
TOTAL OMITS:	42,386.00	368		67,940.80	429

Above is the last page of the Summary of Audited Cases. This is the Audit Summary. It shows the total amount outstanding less than two years and more than two years and a detail of the amount omitted from the audit.

Cash - 2004 Chapter 3: Reports

Payment Distribution Report

This report will track the annual payment history for monies assessed in the court in a specified calendar year. For instance, if \$1,000,000 was assessed by your court on traffic/criminal cases in 1999, how much was collected in 1999, 2000, 2001, 2002 and 2003. The report provides collection history on the 5 years following the year you evaluate. Therefore, you can evaluate trends on your collections. (See the following pages for samples of selecting this report, followed by the actual report.)

Selection Options:

- <u>Through Date</u> is required. This will give you payment history through the date provided on the screen.
- Offense Year is required. This will determine the year you wish to evaluate. It will include all assessments on payable tickets with an offense date within the same year, as well as all cases sentenced with money assessed by the court in the calendar year. This determines the MONEY ORDERED column on the report.
- <u>Uncollected Detail</u> can be selected to produce a list of case numbers to support the amount of uncollected money that is still due to the court for the specified calendar year as of the "through date" provided.

Uncollected Detail is provided for selected categories upon request:

- Closed: Were Probation
- Closed: Clearance Fee Only
- Closed: Jail, Community Service, ETC.
- Warrant: on Probation
- Warrant: non-Probation
- Suspended: Clearance Fee Only
- Suspended: Fines/Costs and Clearance Fee
- Open: on Probation
- Open: non-Probation

Additional Criteria

- Separate counts/totals for civil infraction, misdemeanor and parking viola tions.
- Percentages provided to compare year to year collection. You will be able to track what percentage of monies assessed are being collected during each subsequent calendar year.

HAPPY VILLAGE State Court Adm Court Wide Ca			
Date F	Range	Terminal	Cash Code
_ Cash Detail Adjustments Assessment Adjustments Cash/Case Un-Matched	<u> </u>		=
_ Closed - Balance Due Monies by Venue SOS Clearances Crime Victims Court Summary State _ Local Transmittal Code/Payer Audit			
_ Outstanding Receivables as of: Omit > 7 Yrs Old? _ Omit Closed?	,	Aging Detail _	—
<u>X</u> Payment Distribution as of: Uncollected Detail <u>X</u> F24-Previous Menu Page/Roll Help	123103	Offense Year <u>19</u>	<u>99</u>

When you request Payment distribution with Uncollected Detail and press **ENTER**, the screen below appears. Select the categories you want detail and press **ENTER**.

```
Uncollected Detail Audit Reports
"X" to select - Then press Enter

_ Closed: Were Probation
_ Closed: Clearance Fee Only
_ Closed: Jail, Community Service, ETC.
_ Warrant: on Probation
_ Warrant: non-Probation
_ Suspended: Clearance Fee Only
_ Suspended: Fines/Costs and Clearance Fee
X Open: on Probation
_ Open: non-Probation
Enter-Continue Help
```

After pressing **ENTER** you are returned to the Cash Reports screen. The **X** in Payment Distribution and Uncollected Detail changes to a **G**. Press **ENTER** again to create the report.

Payment	Distribution	crict Court of Cases Issued in ment Year	n 2000	2/20/04 19:31:44 Page 1 of 2
	MONEY ORDER	RED Amount	Paid in	2000 Amount
Civil Infractions: Misdemeanors: TOTAL (Excluding Parking) Parking: TOTAL (Including Parking)	4,014 1,677 5,691 334 6,025	304,470 491,085 795,556 14,295 809,851	3,369(84%) 818(49%) 4,187(74%) 200(60%) 4,387(73%)	230,383(76%) 131,081(27%) 361,464(45%) 6,752(47%) 368,216(45%)
	Paid in	2001 Amount	Paid in	2002 Amount
Civil Infractions: Misdemeanors: TOTAL (Excluding Parking)	483 (12%) 498 (30%) 981 (17%)	52,773(17%) 176,434(36%) 229,207(29%)	52 (1%) 185 (11%) 237 (4%)	6,541(2%) 109,050(22%) 115,591(15%)
Parking: TOTAL (Including Parking)	74 (22%) 1,055 (18%)	3,883(27%) 233,090(29%)	3 (1%) 240 (4%)	180 (1%) 115,771 (14%)
	Paid in	2003 Amount	Paid in	2004 Amount
Civil Infractions: Misdemeanors: TOTAL (Excluding Parking) Parking: TOTAL	19 57 (3%) 76 (1%) 1 77 (1%)	2,881(1%) 41,599(8%) 44,480(6%) 72(1%) 44,552(6%)		
(Including Parking)	· ·	11,002 (00)		
	Total Paid #	d as of >> 12/31/03 Amount	3 << Total UnPa #	aid as of Amount
Civil Infractions: Misdemeanors: TOTAL (Excluding Parking)	3,923(98%) 1,558(93%) 5,481(96%)	292,578(96%) 458,165(93%) 750,744(94%)	91 (2%) 119 (7%) 210 (4%)	11,892(4%) 32,920(7%) 44,812(6%)
Parking: TOTAL (Including Parking)	278 (83%) 5,759 (96%)	10,887(76%) 761,631(94%)	56 (17%) 266 (4%)	3,408(24%) 48,220(6%)
l				

 ${\tt NOTE:}$ Paid does NOT include monies that were ordered and where community service was performed or jail term was served in lieu of payment.

	JIS District C of Uncollected for C ase Status and Case T	ases Issued in 2		2/20/04 19:31:44 Page 2 of 2
	en e			
CLOSED were Probati	on Civil Infractions: Misdemeanors: Parking:	Amount	Percent	
CLOSED Clearance Fe	e ONLY Civil Infractions: Misdemeanors: Parking:	Amount 350 1,515	Percent 1% 3%	
CLOSED Jail, Commun	ity Service, Etc. Civil Infractions: Misdemeanors: Parking:	Amount 70 105	Percent	Secretary Control of the Control of
WARRANT on Probatio	n Civil Infractions:	Amount	Percent	
	Misdemeanors: Parking:	10,610	22%	
	Civil Infractions:	Amount		
	Misdemeanors: 4 / Parking: 20 Misses Misses		38%	
SUSPENDED Clearance		Amount	Percent	
SUSPENDED Fines/Cos	ts and Clearance Fee Civil Infractions: Misdemeanors: Parking:	Amount 9,740 906	Percent 20% 2%	
OPEN on Probation	Civil Infractions: Misdemeanors: Parking:	Amount 70	Percent	
OPEN Non-Probation	Civil Infractions: Misdemeanors: Parking:	Amount 492 484 3,408	Percent 1% 1% 7%	
TOTAL Uncollected:		48,220		

2/20/04	19:31:44 WARRANT on Probation			Page 1
Case	Name	Type	Total	Due
00-00376CM 00-00561CM 00-00562CM 00-00812CD 00-01109CD 00-01165CD 00-01293CM 00-0337SD 00-0337SD 00-0337SD 00-0343SD 00-0343SD 00-0399SM 00-0521SM 00-0598SD	ANDREWS/MATTHEW/MICHAEL WILLOUGHBY/FELICIA/INES-MAY TRENT/RAWLIN/TIMOTHY III TRENT/RAWLIN/TIMOTHY III SPECKMAN/KEITH/DENNIS BANKHEAD/CHERYL/ELAINE GONZALEZ-GONZALEZ/JOEL/MOISES CARTER/CLARENCE/DAVID TINSLEY/NAKIA/REGINA RAFFERTY/KELLY/MICHELE RAFFERTY/KELLY/MICHELE RAFFERTY/KELLY/MICHELE TERRELL/MARTIN/ANTHONY TAYLOR/ATO/ISMAIL LYNGVAR/KONRAD/MICHAEL WHATELEY/TERRY/JOE	OD OD OD OM SD SD SD SD SM SM	590.00 195.00 1526.00 710.00 805.20 921.00	475.00 60.00 744.00 312.00 1605.00 1171.20 259.20 1237.20 733.20 90.00 559.00 1476.00 485.00 805.20 90.00
00-0625SD Totals:	EWASUK/MARK/DANIEL 17	SD	983.20 15592.20	10610.20

Detail for cases on Probation and in Warrant Status

Bond/Restitution/Trust/T&A Reports

Common Definitions

Receipt Date Date from cash report -or- if entered through Bond Update screen,

the date in the field entitled "receipt date".

<u>Transaction Date</u> Date of check.

Entry Date If a record is added through the Bond Update screen, it is the cur

rent system date, regardless of the receipt date entered. If a record is added through cash, it is the date you are opened for

cash transactions.

<u>Closed Date</u> Date closure is ENTERED on the Bond Update screen -or- if the

bond is closed via a cash receipt, the date the register is opened

for cash transactions.

Report Descriptions

Open Bond (T/A) Report

Searches for any bonds with "receipt date" within the date parameters that also were still open through the ENDING date parameter.

Example 1: Report requested for 010104 - 013104 would look for any receipt dates between 01/01/2004 - 01/31/04 and the bond was STILL OPEN on 1/31/2004.

Example 2: Report requested for _____ - 013104 would look for any receipt dates between 01/01/1901 - 01/31/2004 and the bond was STILL OPEN on 1/31/2004.

Cash - 2004 Chapter 3: Reports

Closed Bond (T/A) Report

Searches for any bonds with a "close date" within your date parameters. This may or may not be the check or transaction date.

Example: Report requested for 010104-013104 would look for any bonds with a close date between 01/01/2004 and 01/31/2004. Bonds closed on the bond screen will allow the entry of a prior "check transaction date".

Partial Paid Bond(T/A) Report

Searches the transaction or check date field for any partial paydown on a bond within the date parameters.

<u>Example</u>: Report requested for 021704 - 021804 would look for any transaction or check dates that fall within those dates that still leave a partial balance on a bond. When the final partial paydown occurs on a bond, it will appear on the CLOSED list, not the partial paid list.

Account Activity

Searches for all bond and trust activity within the time frame selected. This includes new postings (receipt date), paydowns (using the transaction date), voids (using the cash void date) and deletes from the Bond Update Screen (using the current system date). The report will separate activity of the current period (receipt date falls within the request date parameters). It uses the receipt date, transactions paydown date or delete date.

Check Register

Searches for all bond, restitution, trust and other T/A account checks with a **system entry date** (this would also be the close date if that transaction closed the record) within the time frame selected. The report will sort in check number order. If one check is written for multiple bond/trust pay downs, each entry will also have a sequence number on the report. Paydowns that are deleted will not appear on a check register.

Pending Open Bond List

Searches for **bonds** that have receipt dates within the dates selected that are still opened **today**.

<u>Example</u>: If you select 010103 - 123103, it would look for all bonds receipted in 2003 that are still open as of today.

Summary Totals

Creates the summary total (last page of the open bond/restitution/trust) for the T/A record numbers entered using the date parameters provided. If no T/A numbers entered, it will search for all T/A records used by the court.

TA01 Bonds
TA02 Restitution
TA03 Trust

TA04-99 All the local T/A accounts

<u>Example</u>: If you enter 02 and 03 with date parameters of 010104 - 013104, you will receive open totals for **only** restitution and trust for the month of January, 2004.

Account Activity Report

This option will produce reports for the Bond, Restitution, Trust and Trust/Agency records in the court. Account Activity for the *current* period and the *previous* period will be included. The report includes deleted records and/or paydowns within the specified time frame.

<u>Current</u> activity consists of postings and paydowns when the receipt date

and activity date is for the date or within the date range entered.

<u>Previous</u> activity consists of postings and paydowns with an activity date for

the date or date range specified, BUT the receipt date of the post-

ing is prior to the date range specified.

Both Current and Previous reports will only be produced if both exist. Otherwise, the current report or previous report for each type will be produced.

Displayed on the next page is an example of the Account Activity - Bond Report for both Current and Previous Period, as well as a totals page. This report is the same for Restitution, Trust and Trust/Agency records.

- Transaction or entry date must fall within selected date parameters
- Includes every T & A account with activity within date parameters
- Includes deleted records and/or paydowns within specified date parameters
- Report divided into two groups: CURRENT PERIOD and PREVIOUS PERIOD

RUN DATE: 2/20/04 FOR: 1/01/04 - 1/31/04			2	IS DIST 7777 FR OUTHFIE	RANKL	IN R						PAGE
				CCOUNT A	CTIVI:		ONDS					
NAME/DEPOSITOR	CASE NO.		CRIPT	RECEIPT NUMBER	USER	POST	POST	PAYDOM	TRAN	ENTRY	CHRCK	CHECK
AHMAD ALI KARAALI	04-0043-OD	, lac		D219276			510.0		DATE	DATE	MURCHER	AMOUN
BEEMAN/TYRONE/BRANDON	04-0061-OT		4.3	D219338		BT01	300.0			01/20/04		
BOOKER BUCKNER	04-0023-OT			D102902		BT01	150.0			01/12/04		
CERVANTES/JOSE/DANIEL CERVANTES/LINDA/	01-01097CD PAYEE: CERVA	D01 01	/07/04	D219122		BT01	400.0	0	01/22/04	01/07/04 01/22/04	18286	400
CRUZ/JOSELITO/LUIS	04-0046-OT	D01 01	/21/04	D219287	KMJ	BT01	150.0			01/21/04		78
ERIC JOSEPH SNIDER	04-0038-OM	D01 01	/20/04	D219279	KMJ	BT01	150.0	0		01/20/04		
FUENTES/JAVIER/OROZCO	97-00027CT	D01 01	/29/04	D103075	DSW	BT01	300.0	0		01/29/04		
HALE/TERRANCE/LAMAR	04-002-ST PAYEE: HALE/			D102790	DSW PJM	BT01	150.0		01/23/04	01/02/04 01/23/04	18287	150
HALL/NICHOLE/ANTO	04-011-ST	D01 01	/13/04	D102919	РЈМ	BT01	150.0	0		01/13/04		
HARE/JERRY/LEE	03-0068-OT	D01 01	/21/04	D219285	KMJ	BT01	150.0	0		01/21/04		
JASTRZEMBSKI/JASON/ADAM	02N52682 PAYEE: JASTE PAYEE: JASTE	ZEMBSKI/J	ASON/AI	D219115 DAM DAM	SCF SCF PJM	BT01	195.0	BD37 (01/07/04 01/07/04 01/23/04	18273 18288	
						2. 4				37, -3, 33		185
JOHNSON/OJEDITA/LEMAR	03G53499	D01 01	/02/04	D102783	DAL	BT01	185.0	0		01/02/04		
RUN DATE: 2/20/04 FOR: 1/01/04 - 1/31/04		10 mm 1 m	2	JIS DIS 27777 F GOUTHFI	RANK ELD,	LIN I	RD 48034					PAGE
RUN DATE: 2/20/04 FOR: 1/01/04 - 1/31/04		* ***** 10. ****************************	2	27777 F SOUTHFI CCOUNT A	RANK ELD,	LIN I	48034 ONDS					PAGE
RUN DATE: 2/20/04 FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR	CASE NO.		2	27777 F SOUTHFI CCOUNT A PRI RECEIPT	RANK ELD, CTIVI EVIOUS USER	LIN I MI TY - E S PERI POST	48034 ONDS	PAYDOW	N TRAN DATE	ENTRY DATE	CHBCK NUMBER	CHBCK
FOR: 1/01/04 - 1/31/04		PTY D	ACEIPT DATE	27777 F SOUTHFI CCOUNT A PRI RECEIPT NUMBER D102682	RANK ELD, CTIVIT EVIOUS USER INIT	LIN I MI TY - E S PERI POST	ARD 48034 ONDS OD POST	CODE	DATE			CHECK
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN	03G55440	DO1 12 ZYK/KIMBE D01 12	AGEIPT DATE	27777 F SOUTHFI CCOUNT A PRI RECEIPT NUMBER D102682	RANK ELD, CTIVITEVIOUS USER INIT DAL KMJ	LIN I MI FY - B S PERI POST CODE BT01	AND 48034 CONDS OD POST AMOUNT	CODE 0 BD37	DATE 01/06/04	DATE 12/17/03	NUMBER	CHECK AMOUN
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE	03G55440 PAYEE: ADAMO	D01 12 CZYK/KIMBE D01 12 C/JEFFREY/	ACEIPT DATE 1/17/03 ERLY/ANI 1/29/03 1/JOHN 1/29/03	CCOUNT AND PRICE NUMBER D102682 N D102755	RANK ELD, CTIVIT EVIOUS USER INIT DAL KMJ DSW D1	LIN I MI FY - B S PERI POST CODE BT01	ARD 48034 CONDS OD POST AMOUNT 205.0	CODE BD37 BD37	DATE 01/06/04 01/27/04	DATE 12/17/03 01/06/04 12/29/03	NUMBER	CHECK AMOUN
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA	03G55440 PAYEE: ADAMO 03-1040-OT PAYEE: ASARO 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALDW	DO1 12 CZYK/KIMBE DO1 12 D/JEFFREY/ DO1 10 ISON/MARIA DO1 11 WIN/TA-TAN	AGEIPT AATE (/17/03 A/29/03 A/YAVONI (/25/03 A/YAVONI (/25/03 A/YAVONI	CCOUNT AMERICAL PROPERTY NUMBER D102682 N D102755 D102094 NE D218610 ASHID	CTIVITE BY IOUS USER INIT DAL KMJ SCF	LIN I MI TY - B S PERI POST CODE BT01 BT01	ARD 48034 CONDS OD POST AMOUNT 205.0	CODE 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04	12/17/03 01/06/04 12/29/03 01/27/04 10/29/03	NUMBER 18272 18292	CHECK AMOUNT 2 205 2 150 144
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE	03G55440 PAYEE: ADAMO 03-1040-OT PAYEE: ASARO 03-111-ST PAYEE: ATKIN 02-0703-OT	DO1 12 CZYK/KIMBE DO1 12 D/JEFFREY/ DO1 10 NSON/MABIA DO1 11 NIN/TA-TAN DO1 11	2 (SEPT DATE 1/17/03 PRLY/ANI 1/29/03 JOHN 1/29/03 L/YAVONI 1/25/03 IISHA/R.	CCOUNT APRIL RECEIPT NUMBER D102682 N D102094 NE D218610 ASHID	CTIVITE BY IOUS USER INIT DAL KMJ SCF	LIN I MI TY - B S PERI POST CODE BT01 BT01 BT01 BT01	RD 48034 ONDS OD POST AMOUNT 205.0 150.0	CODE 0 BD37 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03	NUMBER 18272 18292 18280	CHBCR AMOUN 2 205 2 150 144
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA	03G55440 PAYEE: ADAMC 03-1040-OT PAYEE: ASARC 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALD*	DO1 12 CZYK/KIMBE DO1 12 D/JEFFREY/ DO1 10 NSON/MABIA DO1 11 NIN/TA-TAN DO1 11	2 (SEPT DATE 1/17/03 PRLY/ANI 1/29/03 JOHN 1/29/03 L/YAVONI 1/25/03 IISHA/R.	CCOUNT APRIL RECEIPT NUMBER D102682 N D102094 NE D218610 ASHID	RANK ELD, CTIVITE EVIOUS USER INIT DAL KMJ DSW D1 KMJ SCF DAL SCF KMJ	LIN I MI TY - B S PERI POST CODE BT01 BT01 BT01 BT01	RD 48034 ONDS OD POST AMOUNT 205.0 150.0 144.0	CODE 0 BD37 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03 01/07/04 11/24/03	NUMBER 18272 18292 18280	CHBCR AMOUN 2 205 2 150 144
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA	03G55440 PAYEE: ADAMC 03-1040-OT PAYEE: ASARC 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALD*	DO1 12 CZYK/KIMBE DO1 12 D/JEFFREY/ DO1 10 NSON/MABIA DO1 11 NIN/TA-TAN DO1 11	2 (SEPT DATE 1/17/03 PRLY/ANI 1/29/03 JOHN 1/29/03 L/YAVONI 1/25/03 IISHA/R.	CCOUNT APRIL RECEIPT NUMBER D102682 N D102094 NE D218610 ASHID	RANK ELD, CTIVITE EVIOUS USER INIT DAL KMJ DSW D1 KMJ SCF DAL SCF KMJ	LIN I MI TY - B S PERI POST CODE BT01 BT01 BT01 BT01	RD 48034 ONDS OD POST AMOUNT 205.0 150.0 144.0	CODE 0 BD37 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03 01/07/04 11/24/03	NUMBER 18272 18292 18280	CHBCR AMOUN 2 205 2 150 144
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA	03G55440 PAYEE: ADAMC 03-1040-OT PAYEE: ASARC 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALD*	DO1 12 DO1 12 DO1 12 DO1 12 DO1 12 DO1 12 DO1 11 NIN/TA-TAN DO1 11 NEY/VINCEN	2 (S AM CCEIPT ATTE 1/17/03 RLY/ANN 1/29/03 1/29/03 1/3/VAVONI 1/25/03 IISHA/R 1/24/03 IT/LEMA IS DIS 7777 I	CCOUNT APRIL RECEIPT NUMBER D102682 N D102094 NE D218610 ASHID	RANK ELD, CTIVIT EVIOUS USER INIT DAL KMJ DSW D1 KMJ SCF KMJ KMJ COUR N RD	MI MI TY - B S PERI S PERI CODE BT01 BT01 BT01 BT01 BT01	RD 48034 ONDS OD POST AMOUNT 205.0 150.0 144.0	CODE 0 BD37 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03 01/07/04 11/24/03	NUMBER 18272 18292 18280	CHBCR AMOUN 2 205 2 150 144
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA CHANNEY/VINCENT/LEMAR RUN DATE: 2/20/04	03G55440 PAYEE: ADAMC 03-1040-OT PAYEE: ASARC 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALD*	DO1 12 DO1 12 DO1 12 DO1 12 DO1 12 DO1 12 DO1 11 NIN/TA-TAN DO1 11 NEY/VINCEN	ACCEIPT AATE (/17/03 RLY/ANN R/29/03 //29/03 //4AVONN //25/03 IISHA/R //24/03 IT/LEMA IS DIS 7777 I	COUNT APPR RECEIPT NUMBER D102682 N D102755 D102094 NE D218610 ASHID D102375 R	COURT	MI MI MI POST CODE BT01 BT01 BT01 BT01 BT01 BT01 BT01	RD 48034 48034 ONDS OD POST AMOUNT 205.0 150.0 144.0	CODE 0 BD37 0 BD37 0 BD37 0 BD37 0	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03 01/07/04 11/24/03	NUMBER 18272 18292 18280	CHECK AMOUN 2 205 2 150 3 144 3 250 2 150
FOR: 1/01/04 - 1/31/04 NAME/DEPOSITOR ADAMCZYK/KIMBERLY/ANN ASARO/JEFFREY/JOHN ATKINSON/MARIA/YAVONNE BALDWIN/TA-TANISHA/RASHIDA CHANNEY/VINCENT/LEMAR RUN DATE: 2/20/04	03G55440 PAYEE: ADAMC 03-1040-OT PAYEE: ASARC 03-111-ST PAYEE: ATKIN 02-0703-OT PAYEE: BALD*	D01 12 CZYK/KIMBE D01 12 D01 10 NSON/MARIA D01 11 VIN/TA-TAN D01 11 VIN/TA-TAN C01 11 VIN/TA-TAN C01 12 C01 12 C01 12 C01 13 C01	ACCEIPT AATE (/17/03 RLY/ANN R/29/03 //29/03 //4AVONN //25/03 IISHA/R //24/03 IT/LEMA IS DIS 7777 I	COUNT AND PRICE PROPERTY OF THE PROPERTY OF T	COURT	MI MI MI POST CODE BT01 BT01 BT01 BT01 BT01 BT01 BT01	RD 48034 48034 ONDS OD POST AMOUNT 205.0 150.0 144.0	CODE BD37 BD37 BD37 BD37 BD37 BD37 BD37	DATE 01/06/04 01/27/04 01/14/04 01/07/04	DATE 12/17/03 01/06/04 12/29/03 01/27/04 10/29/03 01/14/04 11/25/03 01/07/04 11/24/03	NUMBER 18272 18292 18280 18273 18282	CHECK AMOUN 2 205 2 150 144 3 250 2 150

Account Activity report

Check Register

This report is for courts maintaining a check file, which includes a listing of all checks entered for the day or date range specified. **Entry date** is the selection criteria so that checks **pre** and **post** dated will be printed. All Bonds, Restitution, Trust and Trust & Agency paydowns entered through the Bond Update screen and/or through the Cash Transaction screen will appear on this report.

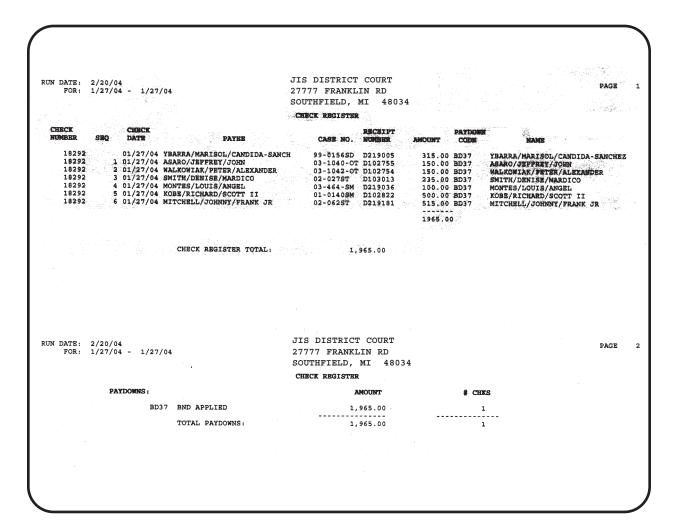
The sequence column is for courts using the same check number to accommodate more than one transaction; for example, one check for all bonds applied payments and/or bond forfeitures.

- Report sorted in check number order.
- System or entry date of check must fall within the selected date parameters. This could also be the "closed date" if the paydown closed the record.
- Deleted paydowns will NOT be noted on the check register.
- Multiple records paid down with the same check number will have sequence numbers to separate them.

(See sample on the following page)

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Check Register



Open, Closed or Partial Paid Reports

These reports produce a list of *Open, Closed or Partial Paid*, Bond, Restitution, Trust or Trust & Agency Records. Place an **X** in front of each of the reports you want to print: Open, Closed, Partial Paid. The From/Through date parameters are optional, otherwise, all dates would be included on the report. For a Trust & Agency report, you must also indicate the type of record (04-99).

If an Open, Closed or Partial Paid List is requested and date parameters are used. the list will show all records that were opened, closed or partially paid down during that time period. Any activity beyond the date parameters will not affect the end result total. (See the following pages for samples of the Bond Reports.)

Page 3-51

Open Bond Listing

RUN DATE: 02/20/04 FOR: 01/31/04			JIS DIS									PAGE: 1
FOR: 01/31/04			27777 I			עא 480	3.4					
A Committee of the Section of the Se				ND LISTI		100	31			100		
NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER	POST	POST	CODE		ENTRY DATE	CHRCK WUMBER	CHECK
AHMAD ALI KARAALI	04-0043-OD	D01	01/20/04	D219276	KMJ	BT01	510.0	0		01/20/04	og tre	
ARCHEY/KEVIN/ALLEN	03-0960-OT	D01	12/08/03	D102564	РЈМ	BT01	150.01	CLSD	02/04/04	12/08/02	1	
AWWAD/RASHEED/ADNAN	03G55227A	D01	09/03/03	D217434	DAL	BTOI	80.0	CLSD	02/04/04	09/03/03	,	
BARKER/JACOB/WILLIAM-JOHN BARKER/CAROL/	03-0478-OM	D01	09/25/03	D217745	DAL	BT01	\$00.0	0		09/25/01		
BEEMAN/TYRONE/BRANDON	04-0061-OT	D01	01/23/04	D219338	кмл	BT01	300.0	C		01/23/04	,	
BOND/TYRUN/LAMONT	03G55385	D01	10/29/03	D102084	KMJ	BT01	90.0	CLSD	02/03/04	10/29/03		
BOOKER BUCKNER	04-0023-OT	D01	01/12/04	D102902	KMJ	BT01	150.0		1	01/12/04		
BRYANT/LOREN/ALLAN	03G55686	D01 ~	12/26/03	D102746	DSW	BT01	135.0	CLSD	02/03/04	12/26/03	10 miles 10	
BURGER/PAULINE/	03G54757	D01	08/04/03	ا بازی						08/04/03		
BUTTS/MONTEZ/LAMAR	03-451-SM	D01	12/22/03	<i>!</i>						12/22/03		
CAMPBELL/KEVIN/MATTHEW	03-362-SD	D01	10/20/03						1.75 (1.75)	10/20/03		
COSEY/VINCENT/ALLEN	02-444SD	D01	05/02/03	D215598	РЈМ	BT01		2.5		05/01/0		
CRUZ/JOSELITO/LUIS	04-0046-OT	D01 -	01/21/04	D219287	KMJ	BT01				01/21/04		
ERIC JOSEPH SNIDER	04-0038-OM	D01	01/20/04	D219279	KMJ	BT01				01/20/04		
ESTES/MICHAEL/TODD	99-00290CD PAYEE: PAYM	D01 ENT DE	02/22/99 LETED (200	D168930	DSY DIS	BT01	200,0	c .		02/22/99	,	0.00
EVANS/DERRICK/ALLEN	00-0577ST	D01	10/13/03	D217994	SCF	BT01	150.0			10/13/03	e e	
FISCHER/GARY/LEE	04-004-PD	D01	11/18/03	D102339	DSW	BT01	500.0	CLSD	02/02/04	11/18/03	3	
FUENTES/JAVIER/OROZCO	97-00027CT	D01	01/29/04	D103075	DSW	BT01	300.0	0 CLSD	02/18/04	01/29/04	ı	
FULGENZI/TIMOTHY/ALLEN	03-083-SM	D01	06/17/03	D216313	РЈМ	BT01	500.0	CLSD	02/05/04	06/17/03		
GIPSON/LEONARD/	03-0157-OT	D01	11/24/03	D218583	KMJ	BT01	150.0	0		11/24/03	3	
GOLDSBY/TRISTAN/DENARD	02-0269-OD	D01	12/15/03	D102658	DSW	BT01	380.0	0		12/15/03	3	
•												,
			JIS DI	STRIC	T CC	URT				1		
RUN DATE: 02/20/04			27777									PAGE: 5
FOR: 01/31/04			SOUTHF	IELD,	MI	48	034					
			OPEN BO	ND LISTI	NG							
OPEN AMOUNT:						14	456.00					
PAYDONNS 1												
	BD37 BND A			1			112.00					
	TOTAL	PAYDO	WNS:			1	112.00					

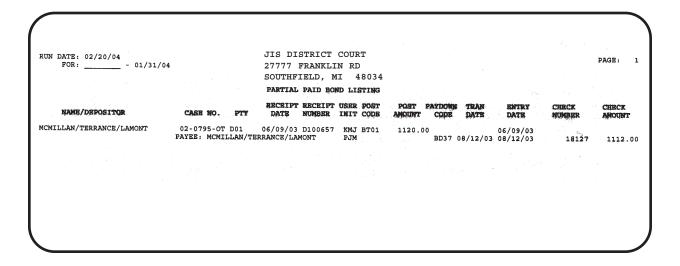
- Receipt date must fall within selected date parameters AND
- Record is still open on the ending date selected
- If you close a bond record after your "ending date", but use a check/transaction date prior to the "ending date", the bond record will appear on the list, but it will be subtracted out of the grand total on the last page.
- If requesting a prior time period and the bond record has since closed, the close date will print on the report for informational purposes.
 (Appears in columns: PAYDOWN CODE and TRAN DATE.)

Closed Bond Listing

RUN DATE: 02/20/04 FOR: 01/31/04		27777	STRICT FRANKL IELD,	IN RD							PAGE:
		CLOSED	BOND LIS	TING							
NAME/DEPOSITOR	CASE NO. PTY	RECEIPT DATE	RECEIPT NUMBER			POST I	PAYDOWN	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
WARSOW/DENISE/MARIE	94G59201 D01 PAYEE: 21ST DSITE:	11/22/94 CT COURT	D116989	SCF BT	01	55.00			11/22/94 12/06/94	11255	55.0
WENDECKER/GREGORY	95-3491SM D01 PAYEE: WENDECKER/O PAYEE: WENDECKER/O		D118565	PAT BT PAT PAT	01	250.00	BD37	02/21/95	01/23/95 02/21/95 02/21/95	11446 11447	140.0 110.0
											250.0
DILLON/JEFFREY	95-3542SD D01 PAYEE: DILLON/JEF	03/03/95 FREY	D119680	PAT BT	01	100.00			03/03/95 06/22/95	11850	100.0
LEWIS/TERRY/	2590 D01 PAYEE: LEWIS/TE	06/27/90 BRRY/	0003493	OLD B	01	100.00			06/27/90 06/27/90	7400	100.0
AAA MICHIGAN V DENISE DAVIES ALLMERICA FINANCIAL	97-8107-GC P01 PAYEE: AAA MICHIGA				01	313.20			03/06/98 03/18/98	15109	313.2
AAA MICHIGAN V DENISE DAVIES	97-8107-GC P01 PAYEE: AAA MICHIGA			PJM BT	01	84.23			03/17/98 03/18/98	15109	84.2
AAAA BEAUTIFUL YARD INC//	02Z1409A D01 PAYEE: AAAA BEAUT:			KMJ B7	01	160.00			11/12/02 11/20/02	17897	160.0
ABBAS/ASIF/MOHAMED	02N50301 D01 PAYEE: ABBAS/ASIF	04/29/02 /MOHAMED	D210302	DAL BI	701	100.00			04/29/02 05/28/02	17749	100.0
ABBASS/OSSAMA/WASSIM	95G07452 D01 PAYEE: ABBASS/OSS	12/12/95 AMA/WASSIM	D127671	BJS BT	701	65.00			12/12/95 01/09/96	12441,	65.0
ABD/KARAR/	01N49387 D01 PAYEE: ABD/KARAR/	10/24/01	D207334	DAL BY	701	70.00			10/24/01 12/05/01	17582	70.0
ABD/KARAR/	02-568ST D01 PAYEE: ABD/KARAR/	12/30/02	D199277	DSW BT	01	150.00			12/30/02 04/07/03	18012	150.0
ABD/KARAR/	02-568ST D01 PAYEE: ABD/KARAR/	03/13/03	D214905	PJM B1	01	250.00			03/13/03 04/08/03	18012	250.0
ABDALLAH/MOHAMAD/JAMIL	96-00288CT D01 PAYEE: ABDALLAH/MC	02/26/97 DHAMAD/	D143260	BJS BT	701	150.00			02/26/97 09/28/98	15789	150.0
ABDALLAH/MOHAMAD/JAMIL	96-00288CT D01 PAYEE: ABDALLAH/M0	09/23/98 DHAMAD/	D163662	PJM B1	01	300.00			09/23/98 09/28/98	15789	300.0

- Close date must fall within the selected date parameters. (See CLSD in PAYDOWN CODE column followed by the closed date for that record.)
- Close date is the system or current date entered on bond screen, NOT necessarily the check/transaction date.
- If closing a bond through the Cash Module, the close date is the date the cash register is opened for cash transactions. For this reason, update bond paydowns on the Bond Update screen (BND) if previously closed at cash and voided on a subsequent date.
- If you have partial paydowns on a bond record, the final paydown will place that bond on the closed report.

Partial Paid Listing



- The record is still open through the ending date selected AND
- A partial paydown occurred on the bond within the selected date parameters.
- If paydown occurs on the Bond Update screen, it will use check/transaction date for inclusion to the list.
- If paydown occurs through the Cash Module, it will use the date cash is opened for cash transactions.

Pending Open Bonds List

This report reflects all bonds opened during the specified date/range which are STILL open as of the date the report is requested. If no date parameters are entered, the report will be exactly like the Open Bond List.

RUN DATE: 02/20/04 FOR: - 01/31/04			27777	FRANKI	IN F	RD						PAGE:
a company of the		Ca	SOUTH	FIELD,	MI	48034	E (2007)					
			PENDING	OPEN BO	ND LI	ST						
NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER		POST F	PAYDOWS	TRAN DATE	BNTRY DATE	CHECK NUMBER	CHECK
AHMAD ALI KARAALI	04-0043-OD	D01	01/20/04	D219276	KMJ	BT01	510.00			01/20/04		
BARKER/JACOB/WILLIAM-JOHN BARKER/CAROL/	03-0478-OM	D01	09/25/03	D217745	DAL	BT01	500.00			09/25/03	and Single	
BEEMAN/TYRONE/BRANDON	04-0061-OT	D01	01/23/04	D219338	KMJ	BT01	300.00			01/23/04		
BOOKER BUCKNER	04-0023-OT	D01	01/12/04	D102902	KMJ	BT01	150.00			01/12/04		
ESTES/MICHAEL/TODD	99-00290CD PAYEE: PAYME			D168930	DSY DIS	BT01	200.00		03/24/99	02/22/99	16391	0.0
EVANS/DERRICK/ALLEN	00-0577ST	D01	10/13/03	D217994	SCF	BT01	150.00			10/13/03		
GIPSON/LEONARD/	03-0157-OT	D01	11/24/03	D218583	KMJ	BT01	150.00			11/24/03		
GOLDSBY/TRISTAN/DENARD	02-0269-OD	D01	12/15/03	D102658	DSW	BT01	380.00			12/15/03		
HALL/NICHOLE/ANTO	04-011-ST	D01	01/13/04	D102919	PJM	BT01	150.00			01/13/04		
KOWALSKY/BRETT/ANDREW	02-0903-OD	D01	12/16/03	D218913	DAL	BT01	455.00			12/16/03		
LANCE DAVID JOHNSON	04-0036-OM	D01	01/20/04	D219277	KMJ	BT01	150.00			01/20/04		
MCFARLIN/JIMMIE/FORREST JR	03-0446-OT	D01	01/21/04	D219286	KMJ	BT01	100.00			01/21/04		
MCKISSICK/ALONZO/CALVIN	00-00128CT	D01	09/22/03	D101644	DAL	BT01	250.00			09/22/03		
MCMILLAN/TERRANCE/LAMONT	02-0795-OT PAYEE: MCMIL			D100657 MONT	KMJ PJM	BT01	1120.00		08/12/03	06/09/03 08/12/03	18127	1112.0
MICHAEL ANTHONY MASSEY	04-0034-OM	D01	01/20/04	D219280	KMJ	BT01	150.00			01/20/04		
MICHAEL TIMOTHY MILLER JR	04-0040-OM	D01	01/20/04	D219278	KMJ	BT01	100.00			01/20/04		
MONTES/DAVID/BRIAN	03-457-SM	D01	12/22/03	D102706	DSW	BT01	100.00			12/22/03		
MOORE/RENEE/	03-010-SM	D01	08/11/03	D217109	рјм	BT01	200.00			08/11/03		
NEWELL/CHARLES/ROBERT	03-0639-OT	D01	12/15/03	D102657	DSW	BT01	250.00			12/15/03		
NICHOLS/MICHAEL/PAUL	03-094-SD	D01	12/26/03	D102740	SCP	BT01	500.00			12/26/03		
PATTERSON/DONALD/LAWRENCE	03-0988-OD	D01	12/12/03	D102625	SCF	BT01	500.00			12/12/03		

- Bond receipt date must fall within selected date parameters AND
- Bond is still open through TODAY/CURRENT DAY



Run this report to locate open bonds that may need to be escheated.

Summary Totals

This is a report of sub-total and grand total balances for the specified date(s). Detail to support the totals is not provided. The report can combine up to 10 record types. If you enter date parameters without indicating a T/A number, ALL Trust and Agency types that have balances reflected within the date(s) will be reported.

RUN DATE: FOR:	2/20/04 1/01/04 - 1/31/0	JIS DISTRIC 4 27777 FRANK SOUTHFIELD,	LIN RD	PAGE
	BOND, RES	T, TRUST, AND T/	A SUMMARY TOTALS	
TYPE	DESCRIPTION	OPEN TOTALS	PART PYMTS	CLOSED TOTALS
01	BONDS	5,058.00		8,330.00
02	RESTITUTION	1,227.22	- 	
	GRAND TOTAL:	6,285.22		8,330.00

- Includes open, partial paid and closed totals for the T/A account records selected.
- T/A accounts: 01 Bond, 02 Restitution, 03 Trust and 04-99 Other Court Specific accounts
- Up to 10 accounts can be selected at a time. If left blank, it will report ALL account types used by the court.



I can't balance my bond account! What can I do?



Print the Account Activity Report to verify all activity is accounted for each day of the month. The Account Activity will show postings, paydowns, deletes, etc. Verify that the postings equal the amount deposited each day and the checks written have been accounted for each day.



Print the check register to verify all checks are accounted for during the period selected. **NOTE:** This information would also be on the Account Activity Report.



Review the Delete Report to see if any bonds/restitution/trust records were deleted. **NOTE:** This information would also be on the Account Activity Report.



Re-request the last report in which you BALANCED (e.g. through the end of some prior month). See if that report has the same figures as it did when you ran it the first time. If not, you must go back month by month until you can balance.



Once balanced to a prior day/month, continue forward requesting **shorter** periods of time to narrow down the balancing problem. Keep in mind, the bond reports are set up to balance to the current day and the following three events can impact your results when running reports for previous periods of time.

- Void of a receipt for a bond, restitution or trust posting from a prior day and a re-ring of that same account will change the receipt date (and reporting date). The money is in the court's deposit for the original date. If you run an open bond report through the original date, you expect it to appear, but it will **not** because of the new "re-ring" receipt date.
- Void of a receipt with a bond paydown from a prior day and a re-ring that closes the bond will change the check date (closure) to the current date. This again, will throw off your reports. Bond paydowns where the check date is prior to the current date SHOULD be done on the bond screen where you are able to enter the check date.
- If you should void a paydown (i.e., bond forfeiture), you will lose track of the status of the paydown for the period of time between the time the check was originally written and the date the void occurs. In that interim of time, the bond was CLOSED, but after the void if bond reports are requested for that interim time, it appears as if it was ALWAYS open.

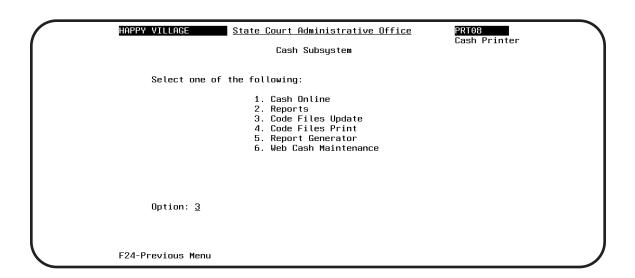
All Functi	ion Keys Used in Cash Module
F1 Cash Menu Clear	Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 Page Back	Page back to the previous screen.
F4 Mod Assm Prompt	Modify Assessments that are on the screen With the cursor in the promptable field, display more information
F5 Cashcode Balances/ Venues	Display the balances by cash code (Financial ROA) Hop to venue file to view or update
F6 Multi Rcpt Add	Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window.
Transmittal File	Hop to the Transmittal File to view or update.
F7 Finc ROA	Display the Financial ROA.
F9 Receipt Print Roa	Print the receipt. Print the Financial ROA.
F12 Paym	Process the screen for payment and move to the method-of-payment portion of the receipt screen.
F13 OutQ	Allows you to change the printer for printing the Financial ROA.
F24 Previous Menu/Exit	Hop to the previous menu/screen without any updating.
Enter Continue	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help	Pressing the HELP key will give you more information about the screen and or options.

Code Files Update & Print

In this chapter you will review all the options available to you to update cash codes, hotkeys, receipt printer and header information, transmittal, trust and agency records and venues.



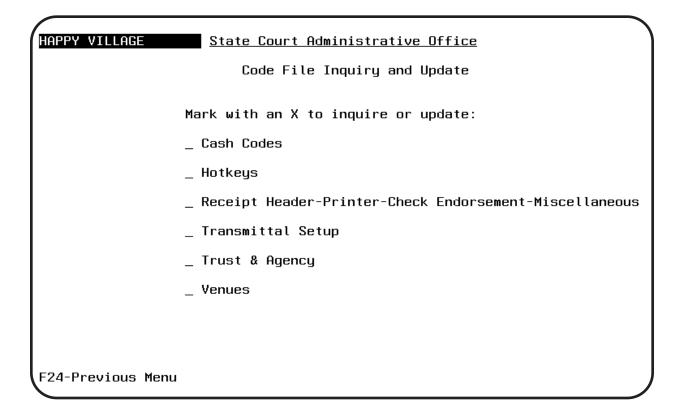
To access the Code File Update Menu, select Option **3** from the Cash Subsystem Menu as displayed below:





Note: You do not need to be signed on as "CASH" to access this file.

Code Files Update - Cash Codes



The Code File Update screen is used when adding, changing or deleting a Cash Code (Amount Type), Venue/Municipality, Trust & Agency, Hotkey, Transmittal setup, Receipt Header information, Check Endorsement or Receipt Printer designation.

The Hotkeys are keys which store information and are programmed for each court. For example, Hotkey "T" could be assigned to insert a judge's bar number, a cash code or both. Hotkeys eliminate extra keystrokes and possible errors.

The Cash Codes File maintains the various four-letter codes which correspond to the different financial accounts collected by the court. For example, MYOR is Ordinance Fine and Costs, JSTC is State Costs-Justice System Fund, etc. A complete listing of your court's cash codes is provided at the time of implementation, but can be printed at any time by selecting Code Files Print from the Cash Subsystem Menu.

By placing an **X** for Cash Codes and pressing **ENTER**, the following screen will allow you to proceed in the updating, inquiring or adding of a cash code.

Cash Codes Update Screen

		1
HAPPY VILLAGE	Cash Codes Update	
Division _ (T=T/C,	C=Civil, M=Miscellaneous)	
Cash Code	Description on Receipt	_
Group Code _	Hot Key _	
Screen Priority	Default Amount T/A Type	_
	Percentage Venue State Form % % % %	tal Line# Local Form —— —— ——
	sh Code; Press ENTER to inquire	
•	F5-Venues F6-Transmittal File	
F24-Previous Menu Pa	ge/Roll Help	

Completed examples of cash codes begin on page 7

Page 4-3

Field Descriptions

Division Valid entries are:

T Traffic/Criminal

C Civil

M Miscellaneous

Cash Code

A four-letter cash code that you wish to inquire about, add, change or delete.

Description on Receipt

A 12-character short description of the cash code. This is the description printed on the receipt.

Group Code

Must be valid for the division or blank. (Blank is only valid in the T/C division.) **F4 Prompt** is available on this field.

Valid entries for T/C are:

F Fine

C Costs

N Conservation Fee/Restitution

O Omit for Consideration for Fines & Costs

R Restitution

S State Costs

Valid entries for Civil are:

A Attorney

F Filing

J Jury Demand

M Miscellaneous

S Service

V All Other Codes

The purpose of the "Group Code" is to have the ability on a form or report to distinguish certain amounts of monies. For example, on the Alcohol Report, restitution is not to be included in the total fine assessed; by indicating a group code "R" on the cash code MYRS (restitution), the program automatically eliminates assessed amounts from the fine/costs on that report. Other forms that use the "Group Code" are Order of Probation, ROA, Judgment of Sentence and Civil Infraction Judgment.

Hotkey

The letter number or character of the key you want to program or inquire. Each hotkey may be assigned to one cash code **and/or** bar number. **F4 Prompt** is available on the field. You can view, add, delete and update all hotkeys currently used by the system. See page 4-12 for more information.

Screen Priority

This number determines in what order the amount types will appear on the Cash and Disposition screens once assessed. The lower the number, the higher the priority. The highest priority is usually the first account collected by the court when partial payments are received. For example, restitution (priority 200) would appear on the aforementioned screens before a copy fee priority (900). **F4 Prompt** is available on this field. (*Increase/changes to the default amount updates assessments in the Statute File.*) See MCL 775.22 for more information on priorities.

Default Amount

The amount that is associated with a specific cash code, if the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposition entry and on the Statute File when the specified cash code is used.

T/A Type

Used to keep track of a specific cash code in the same manner as you track bond or restitution payments. For more information about adding Trust & Agency codes see pages 4-21 through 4-24 of this User Guide. **F4 Prompt** is available from this field.

Account ID

A 12-character field (alphabetic/numeric). The name of the account(s) the money is to be disbursed. Multiple breakdowns are allowed as long as they add up to 100% (page down for more blank lines if more than four are needed). This appears on the Accounts Breakdown, Court Summary, Non-Reported Cash Collected and the Transmittal Audit.

Percentage

The percentage amount to be disbursed to the specific Account ID; for example, cash code MYCV may have Account ID *228.37 - 90% and Account ID Crime Victim - 10%.

Venue

Place an "X" in this field if the cash code/Account ID portion is to be broken down by venue. If used, the State & Local Transmittal Line #'s must be blank. For example, MYOR in a multiple venue court would report the 33% portion by EACH venue (municipality).

Page 4-5

Transmittal Line # This number assigns the position of the cash code percentage collected on the State/Local Transmittal forms. For example, the cash code DLRJ (clearance fee) could be reported as follows:

Account ID	Percentage	Venue	Transmitt State Form	al Line# Local Form
<u>*228.57</u>	<u>75</u> %	_	<u>06B</u>	<u>170</u>
SOS FEE	<u>25</u> %	_		<u>080</u>
	— %	_		
	%	_		
)

For more information on setting up transmittal, see page 4-18.

✓ Samples of Completed Cash Codes

SUNNY SPRI	NGS		C	Cash Coo	des Updat	te	
Division	T	(T=T/C,	C=Civil,	M=Miso	cellaneou	ıs)	
Cash Code	JST	С	Descript	tion on	Receipt	STATE COSTS	_
Group Code	: <u>S</u>		Hot Key	_			
Screen Pri	orit	y <u>203</u>	Default	Amount	40.00	T/A Type	_
	Acco	unt ID	Percent	tage	Venue		tal Line# Local Form
	<u>*228</u>		<u>100</u>		_	<u>05</u>	<u>130</u>
			<u> </u>	% % %	_ _ _		
F1-Clear F24-Previo					-Transmit	tal File	F23-Delete

#1 (One of the State Fee Cash Codes)

SUNNY SPRI	INGS		Ca	ash Cod	les Upda	te	
Division	T	(T=T/C,	C=Civil,	M=Misc	cellaneo	(eu	
Cash Code	MYO	R	Descript:	ion on	Receipt	ORD F&C	-
Group Code	e <u>E</u>		Hot Key !	<u>D</u>			
Screen Pri	iorit	y <u>280</u>	Default (Amount		T/A Type	_
	ORD I	unt ID F&C F&C-CT	_33 _67 	~ % %	Venue <u>X</u> – – –	Transmitt State Form —— —— ——	al Line# Local Form <u>050</u> —
F1-Clear F24-Previo		•			Transmi [.]	ttal File F	23-Delete

#2 (Ordinance Fines & Costs in a Multiple Venue Court)

SUNNY SPR	INGS		(Cash Co	des Updat	e	
Division	T	(T=T/C,	C=Civil,	, M=Miso	cellaneou	ıs)	
Cash Code	MYC)R	Descript	tion on	Receipt	ORD F&C	
Group Code	e <u>E</u>		Hot Key	<u>0</u>			
Screen Pr	iorit	ty <u>280</u>	Default	Amount		T/A Type	_
	<u>ORD</u>	ount ID <u>F&C</u>	Percent <u>100</u> ——	%	Venue _ _ _ _ _	Transmitt State Form —— —— ——	al Line# Local Form <u>050</u> —— ——
F1-Clear F24-Previ		•			-Transmit	tal File F	23-Delete

#3 (Ordinance Fines & Costs in a Single Venue Court)

SUNNY SPRI	INGS		(Cash Co	des Updat	te		1
Division	C	(T=T/C,	C=Civil	, M=Mis	cellaneou	(eı		
Cash Code	моти	1	Descrip	tion on	Receipt	MOTION FE	<u>E</u>	
Group Code	e <u>V</u>		Hot Key	<u>Z</u>				
Screen Pri	ioritų	j <u>588</u>	Default	Amount	20.00	T/A Ty	pe	
	Accou	unt ID	Percen ⁻	tage	Venue		ittal Line# rm Local Form	
	*228. Motn	.42-MOTN FEE	<u>50</u> <u>50</u> —		- - -	<u>04</u> ——	125 020 ——	
F1-Clear F24-Previo			F5-Venua ge/Roll		-Transmi	ttal File	F23-Delete	/

#4 (Civil Motion Fee)

SUNNY SPR	INGS		C	ash Cod	des Upda	te	
Division	M	(T=T/C,	C=Civil,	M=Miso	cellaneo	ıs)	
Cash Code	SAI	D	Descript	ion on	Receipt	STATE AID	
Group Cod	е <u>V</u>		Hot Key	_			
Screen Pr	iorit	y <u>901</u>	Default	Amount		T/A Type	_
	STAT	unt ID <u>E AID</u>	Percent <u>100</u> —— ——	%	Venue - - - -	Transmitt State Form —— —— ——	al Line# Local Form <u>005</u> —— ——
F1-Clear F24-Previ					-Transmi	ttal File F	23-Delete

#5 (Drug/Drunk - State Aid Reimbursement)

SUNNY SPRI	NGS	Cash Co	des Updat	te	
Division	T (T=T/C,	C=Civil, M=Mis	cellaneou	us)	
Cash Code	BT01	Description on	Receipt	CASH BOND	-
Group Code	<u>0</u>	Hot Key <u>B</u>			
Screen Pri	ority <u>930</u>	Default Amount		T/A Type	_1
	Account ID (BONDS)	Percentage 100 % % % %	Venue - - - -	Transmitt State Form —— ——	al Line# Local Form <u>304</u> —— ——
F1-Clear F24-Previo	-	F5-Venues F6 ge/Roll Help	-Transmi†	ttal File F	23-Delete

#6 (Bond or Trust & Agency)

Adding a NEW Cash Code in 12 Easy Steps!

- 1. Select one of the following options for Division:
 - T = Traffic or Criminal Division
 - C = Civil Division
 - M = Miscellaneous Division (non-case # related payments)
- 2. Type in the 4-character Cash Code (e.g. WARR)
- 3. Enter a 12-character description of the code in the Description on Receipt field (e.g. Warrant Fee).
- 4. Enter a cash **Group Code**, if applicable. If one of the following choices does not apply, leave this field blank. If the group code is blank, the amount of the assessment will go into the "other" or "Misc" category on several immediate forms and notices. The choices for Group Code are:
 - F = Traffic/Criminal Fine **or** Civil Filing Fee
 - C = Costs
 - S = State Costs (e.g. JSTC-Justice System Fund) or Civil Service Fee,
 e.g. MAIL Mailing Fee
 - N = Conservation Fees or Conservation Restitution
 - R = Restitution
 - O = Omit for consideration of fine/costs (If "O" is used, the codes with that group code will be excluded from the total fine/costs assessed, i.e. bonds & forfeiture)
 - V = Other civil cash codes that are not a filing fee, e.g. MOTN Motion
 Fee
 - J = Civil code for Jury Demand Fee
 - M = Civil code for miscellaneous, e.g. FORM Forms Fee

Selecting the correct Group Code will affect the amounts that print in pre-determined boxes on the following forms:

- 8.5 x 11 ROA (Traffic/Criminal)
- Judgment of Sentence
- Civil Infraction Judgment
- Order of Probation
- Batch Default Judgment Notice
- 8.5 x 11 ROA (Civil) will combine the TOTAL of all codes marked with an "F" after "Filing Fee Paid"
- 6. Type in a **Hotkey**, if desired. **F4 Prompt** is available to see what characters are already in use.

- 7. Screen Priority is the number that determines the placement of the amount types (cash codes) on the Disposition Screen or Cash Transaction Screen. The lower the number, the higher the priority. The highest priority is usually the first account collected by the court when partial payments are received. For example, Restitution (priority 200) would appear on the aforementioned screens before Screening Fee (priority 565). **F4 Prompt** is available on this field. (See MCL 775.22 for information on priorities.)
- 8. If the code you are adding will **always** be assessed at the same amount, you may enter a **Default Amount**. When assessing this fee on the Disposition Screen or the Cash Transaction Screen, you only have to enter the 4-character cash code or hotkey. The amount will automatically be filled in on the screen after pressing **ENTER** or **F5 Verify Balance**. (Increase/changes to the default amount updates assessments in the Statute File.)
- 9. **Trust and Agency Type** would only be used if you are planning on tracking this cash code in the same manner as you track bond or restitution payments. For more information about adding Trust & Agency codes see pages 4-21 through 4-24 of this User Guide.
- 10. Enter **Account ID Breakdowns** or "Splits". For example, the DLRF fee is "splits" two ways. The ID or Account Number field is filled in with the State Account Number *228.30 for 60% and the court account number/name is filled in for 40%. If the court had receipted \$100 in clearance fees on a given day, the Account Breakdown Report would put \$60 into the state account *228.30 and \$40 to whatever court account number/name had been designated. The percentages added together must add up to 100%.

If totals are needed for various cash codes for each venue (municipality) within its jurisdiction, enter **X** in the Venue field. For example, if you needed to know how much Ordinance Fine and Costs (MYOR) money was collected by each of the court's five venues you would enter "X" in the venue field. On the Account Breakdown Report you would have a separate total for MYOR for each venue.



Cosmetic Tip: You may precede your account number with a non-numeric character to aid in sorting on the reports. For example, the State Account Numbers can be preceded by an "*" and they would all sort to the top of the Accounts Breakdown Report.

- 11. The Transmittal Line may be entered. If your court uses the JIS Local Transmittal Report, you must determine on what line # you want this code to appear. The State Transmittal line numbers are normally updated by JIS at the time the State Treasury makes changes. (For more information on setting up local transmittal, see page 4-17.)
- Add code in T/C Code Files Update.

Hotkey

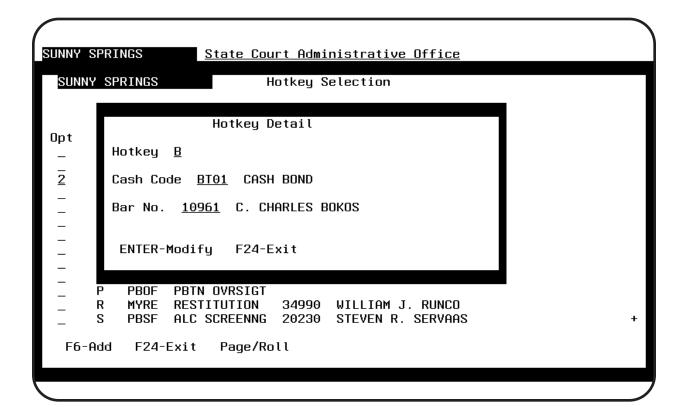
The Hotkey File is where a letter, number or character is assigned to various four-letter cash codes collected by the court (i.e. MYOR- Ordinance Fine and Costs) and the Bar #'s of judges, magistrates, probation officers (i.e. C for bar number 12345 - Judge Crockett). Hotkeys save keystrokes. They are used in place of the cash code or bar number. A complete listing of your court's hotkeys can be printed at any time through the Cash Code Files Print Menu.

After selecting Hotkeys and pressing **ENTER**, the following screen will appear. This screen displays all the hotkeys in use. The letter, number or character of the key you want to program or inquire about may be associated to one cash code **and/or** a bar number. You can view, add, delete and update all hotkeys currently used by the system from this screen.

SUN	NY SP	RINGS	Н	otkey S	election	
		2=Cha	nge 4=Delete			
	Hot	Cash	Ćash Code			
Opt	Key	Code	Description	Bar No	. Name	
_	=	LOVE	MARRIAGE FEE			
_	A	MFAT	ATTORNEY FEE			
_	В	BT01	CASH BOND	10961	C. CHARLES BOKOS	
_	C			12345	GEORGE W. CROCKETT III	
_	F	BD04	BOND FORFEIT			
- - - - - - - - - -	G	GARN	GARNISH FEE			
_	J	JURY	JURY DEMAND			
_	K			511	KAREN JEAN STREVEL	
_	M	MAIL	MAILING FEE			
_	0	MYOR				
_	Р	PBOF				
_	R	MYRE		34990		
_	S	PBSF	ALC SCREENNG	20230	STEVEN R. SERVAAS	
F6	-Add	F24-	Exit Page/Ro	11		

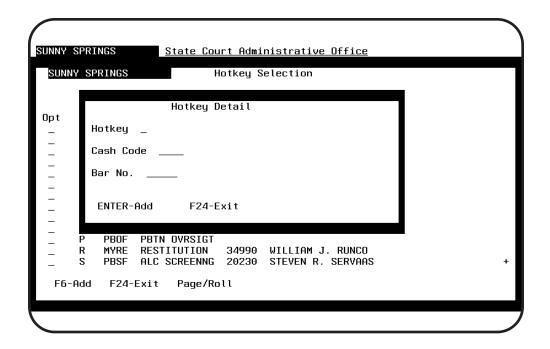
Options:

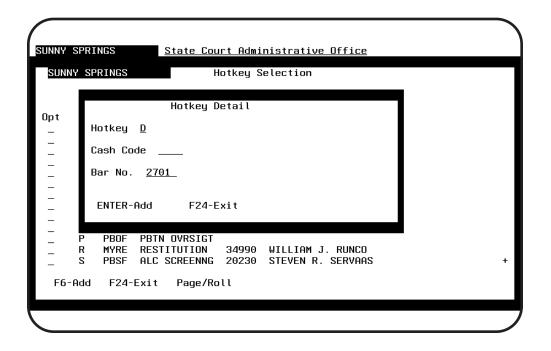
- Typing a "2" to change in the Opt field and pressing **ENTER**, brings up the screen displayed below. From this screen, changes can be made to either the Cash Code field or Bar No. field of the hotkey. Once the change has been made, press **ENTER** to modify or press **F24 Exit** to exit the screen without updating the hotkey.
- Typing a "4" in the Opt field and pressing **ENTER** allows the hotkey to be deleted completely.



F6 Add

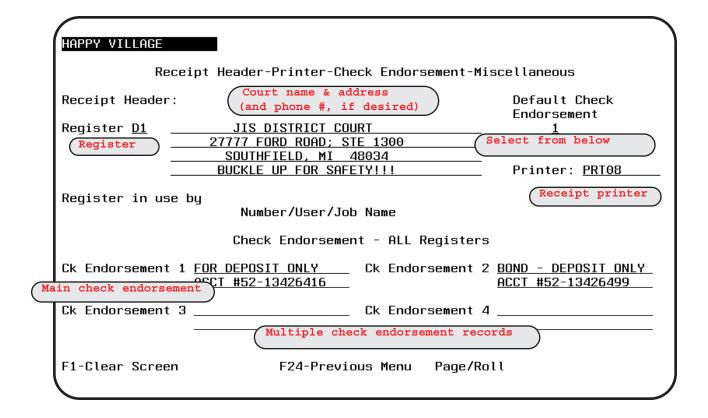
Pressing **F6 Add**, brings up a blank Hotkey Detail screen. Type in the character you wish to add as a hotkey and Cash Code or Bar No (or both). By pressing **ENTER** the hotkey has been added to the system. (See example)





Receipt Header-Printer-Check Endorsement & Miscellaneous

The following screen allows you to create and maintain the individual cash register information. This includes where the receipt is printing, the heading that prints on each receipt, multiple endorsements and the ability to set a default check endorsement by register.



Field Descriptions

(or first register)

Receipt Header-Printer Four lines of text that identify the court name, address and

phone number. The header can be unique for each regis-

ter.

Register D1 This identifies the cash register you are working with.

Every court has at least one cash register (D1). For courts

with more than one register, press page/roll to work with

additional register(s) information.

Default Check Enter the check endorsement number to be used as the **Endorsement**

default or primary endorsement for the register identified.

(See Check Endorsement)

Printer The name of the printer the receipts will be printed on.

Register in use by Informational only field. This allows JIS to see the current

job number and user to assist in troubleshooting for the

court.

Check Endorsement

ALL Registers

Allows the court to identify up to four endorsements for the

cashier to select from.

Ck Endorsement This field should include the account number information.

Transmittal Setup

This screen is used to maintain Local Transmittal Line Assignments. The header information will print on both the State and Local Transmittal and can be modified at any time. The remainder of the fields are validated accordingly:

- 1. Line numbers must be numeric, from 1 999.
- 2. If a Transmittal Line Number is blanked out (deleted), **OR** the Fund, Account Number and Account Name are blanked out, then the same Line Number for the associated Cash Code record will also be removed from the Cash Code File.
- 3. "Add From" **and** "Add To" Line numbers must be entered or both must be blank.
- 4. The "Add To" Line Number must be less than the Line Number being reported on, i.e. 5-8 must be on line number 9 or greater.

Note: If your court has **never** set-up the Local Transmittal, see page 4-18 to get started.

Page 4-17

Setting up the Local Transmittal For the First Time

- 1) Print your current cash codes. Make a copy of your most recent Local Transmittal form to use as a worksheet and verification document.
- 2) Number each line and space on the current local transmittal, beginning with the number 10 and numbering in increments of 10, e.g., 20, 30, 40 until all **lines** and **spaces** have been assigned a number. Since we are numbering in increments of 10, lines can easily be added above or below the assigned numbers when additions or changes to the form are necessary.
- 3) Go to the Transmittal Setup file and add:
 - the name of your county
 - the name, title and phone number of the person signing the transmittal
 - The line #s you have identified on your worksheet
 - the fund name, if any, that corresponds to that line #
 - the account number, if any, that corresponds to that line #
 - the account name, if any that corresponds to that line #

Note:

- Blank lines on your worksheet should have a line #
- Subtotals must have a line # and may include a description of the subtotal, which can be added in either the Fund, Account Number or Account Name fields.
- In the Add-From-To fields indicate the consecutive line numbers that are to be added together to attain the subtotal. Totals and subtotals are automatically bolded
- Print the Transmittal Setup file before proceeding to step 4.
- 4) Go to the Cash Codes file:
 - enter a **T** for *Traffic* and press page down (shift roll) to retrieve the first cash code
 - add local line #s to correspond to you transmittal Setup OR designate that the cash codes is reported by venue
 - add default amounts
 - add or change percentage breakdowns, if necessary
 - modify Account ID's, if you wish
 - repeat these steps for division C Civil and M Miscellaneous
 - print your Cash Codes (by local transmittal line) and use this to validate the line numbers assigned to each cash code against the line numbers assigned in the Transmittal file.

Note:

- Press ENTER to add or update
- When the cursor is positioned in any field above Account ID, press page down (shift roll) to move to next cash code

- When the cursor is positioned in any area below Account ID, press page down (shift roll) to move to next page of breakdowns for that cash code
- 5) Go to the Venues Update file:
 - add/verify the audit description for each venue. The audit description prints on the endorsement of the check and on the audit report for the transmittal.
 - enter the line number you have assigned in step 3 to the venues listed
 - print your Venues file.
- To verify your work, go to the Cash Reports screen and request a Local Transmittal for the date range on your worksheet. Compare the computer generated reports to the current manually prepared report.

Page 4-19



Samples of Transmittal Line Assignments

HAPPY VILLAGE	Cash Coo	les Update				
HAPPY VILLAGE	Transmitta	al Setup				
County <u>HAPPYVILLE</u>	<u>:</u>					
<u>BETSY BAKE</u> Name of Pr		<u>BOOKKEEPER</u> Title	<u>249</u> <u>3528990</u> Phone #			
	LOCAL TRANSMITTAL	LINE ASSIGNMENTS	Add			
Line# Fund 001	Account Numbe	er Account Name	From To			
002 GENERAL FU	IND	COURT COSTS COURT FINE/COSTS	001 001			
010		BOND COSTS				
000		ATTORNEY FEES				
■— ————— —— + F7-Alternate View F24-Previous Menu Page/Roll Help						

HAPPY VILLAGE	Cash Codes	s Update	
HAPPY VILLAGE	Transmittal	Setup	
County <u>HAPPYVILLE</u>			
<u>BETSY BAKER</u> Name of Prepa		<u>DOKKEEPER</u> itle	249 3528990 Phone #
Line# Fund 025 030 040 050 055 060		Account Name SOS CLEARANCE CRIME VICTIM (10%) CIVIL FEES BUILDING FUND PROBATION FEES	Add From To

Samples of Transmittal Line Assignments

HAPPY VILLA	HAPPY VILLAGE Cash Codes Update						
HAPPY VIL	LAGE	Т	ransmittal	Setup			
County <u>H</u>	<u>APPYVILL</u>	<u>E</u>					
_	ETSY BAK ame of P			OOKKEEPER itle	<u>249</u> <u>35</u> Phone		
975 980 999 100 198	075						
199 STATE FEES							

HAPPY V	ILLAGE	Transmittal	Setup			
County	∐ APPYVILLE	_				
	BETSY BAKER Name of Prepar		<u>300KKEEPER</u> itle	249 <u>3528990</u> Phone #		
LOCAL TRANSMITTAL LINE ASSIGNMENTS Add Line# Fund Account Number Account Name From To						
<u>405</u> <u>448</u> <u>449</u>	T/A ACCOUNTS		PENAL FINES/TRUCK F 			
<u>450</u> 460		3333 4444	BONDS RESTITUTION			
<u>465</u> 500			TOTAL T & A ACCOUNT GRAND TOTAL COLLECT			
F7-Alternate View F24-Previous Menu Page/Roll Help						

Field Descriptions

County County where the court is located.

Name of Preparer Name of person responsible for preparing and signing the

transmittal.

Title Title of the person preparing the transmittal, i.e. bookkeep-

er, court administrator, account clerk, etc.

Phone # Telephone number of the court.

Line # Line number the monies are to be reported on for the actual

transmittal.

Fund This is the name or number of the fund the monies are to

be deposited into, i.e. "General", "Library", "T & A" etc. This

is a 14-character field (alphabetic or numeric)

Account Number Account number for the monies reported to the District

Control Unit (DCU). This is a 15-character field (alphabetic

or numeric).

Account Name Account name for the monies reported to the District

Countrol Unit (DCU). This is a 26-character field (alphabetic or numeric). This is sometimes the same description

as the cash code, e.g. Attorney Fees.

Add From-To Allows lines to be totaled together. Indicate the line num-

bers for be summed, i.e. perhaps all the General Fund monies itemized on lines 5-80 could be summed together on line 100 by placing 5 in the "From" field and 90 in the "To" field. (See sample of using the From/To fields on page

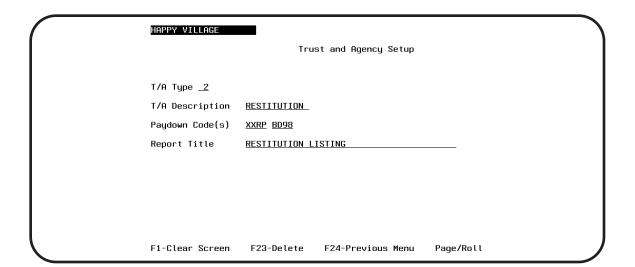
4-21.)

Trust and Agency Setup

Trust and Agency accounts allow a court to keep track of individual payments and disbursements from a specific cash code. There are three T/A (trust and agency) types assigned to each court automatically. Those three types are:

 Bonds 	T/A Type 01
 Restitution 	T/A Type 02
 Trust (escrow) 	T/A Type 03

Any other T/A accounts a court wishes to establish must be done by the court. We have Types 04 through 99 available for additional T/A Types.



Adding a New T/A Type - Step 1

- 1. Select number 04 99 and type into the T/A Type field
- 2. Type in the T/A Description the name of the T/A account, e.g., OVER PAYMENT.
- 3. On the Report title line, type in the title you want to appear on the reports, e.g., OVER PAYMENTS.
- 4. In the Paydown Code(s) field type a 4-character paydown code (this can be alphabetic/numeric or combination). This is the code that will be used to paydown these monies on the Bond/Restitution/T&A Update Screen. Note that code BD98 is already on the screen and will be the code used if the monies need to be paid down by escheat.
- 5. Press **ENTER** (Step 1 completed)

HAPPY VILLAGE

Trust and Agency Setup

T/A Type <u>4</u>

T/A Description OVER PAYMENT

Paydown Code(s) XXOP BD98

Report Title <u>OVER PAYMENTS</u>

F1-Clear Screen F23-Delete F24-Previous Menu Page/Roll

Adding a New T/A Type - Step 2 (Assigning a Type)

- 1. Go into the Cash Codes Screen. Type in the division and the cash code that you want to make a T/A Type, for example, OVER for overpayment. Press **ENTER**.
- 2. Once the information on that cash code is displayed, tab to the T/A Type field and enter the T/A number you have assigned.
- 3. Press **ENTER**. (Step 2 completed)

HAPPY VILLAG	Œ	Cash C	odes Updat	te		
Division T	T (T=T/C,	C=Civil, M=Mi	scellaneou	ıs)		
Cash Code O	OVER	Description o	n Receipt	OVER PAYMENT		
Group Code _	_	Hot Key _				
Screen Prior	rity <u>330</u>	Default Amoun	t	T/A Type	_4	
	CCOUNT ID VERPAYMENT	Percentage 100 % % % %	Venue - - - -	Transmitt State Form —— ——		
Cash Code Updated F1-Clear F4-Prompt F5-Venues F6-Transmittal File F23-Delete F24-Previous Menu Page/Roll Help						

Adding a New T/A Type - Step 3 (Adding Payoff Code to T/C Code Files)

Once you have set up the T/A record, the paydown code must be added to the Traffic/Criminal Code File Update. Below is a sample for you to follow. Refer to the Traffic/Criminal/Probation User Guide Chapter 9, for more specific information on this screen.

2/09/04 08:52:44

Code File Inquiry & Update

Code: XXOP Code Listing Group: BJ

Short Description: OVER PD OUT

Long Description:

OVERPAYMENT PAID OUT

F1-Clear Screen F23-Delete F24-Previous Menu Page/Roll Help



Note: If you added a **new** cash code, you must also add that description to the Traffic/Criminal Code File Update. Below is a sample.

2/09/04 08:59:47
Code File Inquiry & Update

Code: OVER Code Listing Group: AG
Short Description: OVERPAYMENT
Long Description:
OVERPAYMENT

F1-Clear Screen F23-Delete F24-Previous Menu Page/Roll Help

You have successfully completed adding a T/A Record!

Venue Update

This screen is used to add and update venue/municipality records. Each venue is assigned a number. That number is entered on the case entry screen in the Traffic/Criminal module. The Cash module will retrieve the case venue on any cash transaction. If the case is not entered, the venue is required on the cash transaction.

Venue types are "C" and "T". The "C" is the default venue on civil division cash transactions. It is usually the same as the courts locale or district control unit. The "T" is used for Traffic/Criminal cash transactions.

The Transmittal Local Line # field is used to define where the cash codes, broken down by venue, will report on the local transmittal form.

The Audit Description prints on the check endorsement, the transmittal audit and all cash reports with the venue number and description, i.e. 02 Vassar.

To delete a venue type a **D** in the Del field; press **ENTER**.

<u>HAP</u> Del 'D'	<u>PY VILL</u> Venue	AGE Type	Venue Update Description	Transmittal Local Line #	Audit Description
	1 2 3 4 5 6 7 8	<u>C</u> I I I I I - -	COUNTY STATE/COUNTY CITY OF VASSAR CITY CITY OF ONAWAY CITY OF EAST LANSING CITY OF SOUTHFIELD ESCANABA LIVONIA NEVER-NEVER LAND	273 274 272 272 273 271 271 	COUNTY STATE/COUNTY VASSAR CITY ONAWAY EAST LANSING SOUTHFIELD ESCANABA LIVONIA NEVER-NEVER LAN
Ent	er-Upda	te	F24-Previous Menu Help	Page/Roll	

Note: Deletion of a venue will also remove it from all agency/officer records that reference the venue.

Code Files Print

By selecting Option **4 - Code Files Print** and pressing **ENTER**, the screen displayed below will appear. This screen will allow you to print various portions of the court cash codes setup. This includes all the cash codes by code or local transmittal line, the hotkeys, the transmittal as it is currently set up, the Trust & Agency types and the Venues file. It will be held in the **users** default output queue waiting to be released to a printer or just displayed.

HAPPY VILLAGE State Court Administrative Office Cash Code File Print Mark with an X the file to print Cash Codes _ by code _ by local transmittal line _ Hotkeys _ Transmittal Setup _ Trust & Agency _ Venues F24-Previous Menu

Cash Code Print: by Code

The Cash Codes by cash code is a list of all the cash codes in the system by division, i.e. Traffic/Criminal, Civil and Miscellaneous. Each list is in alphabetical order by cash code. (See sample on page 4-30)

This allows you to see all the cash codes in use by the court without having to page through the code file update screen. The information on this list includes:

Code The cash code used in assessing/paying an amount due.

Hotkey The hotkey associated with the cash code, if assigned.

Description Is the description from Description on Receipt field on the

cash code.

Group The group code assigned to the cash code. (See page 4-4

for complete listing.)

Account ID The name of the account or accounts to which the money is

to be disbursed. This appears on the Accounts Breakdown, the Court Summary, the Non-Reported Cash Collected and

the Transmittal Audit.

Percentage The percentage that is broken into the specific Account ID.

Venue An "X" in this field indicates this cash code is reported by

venue/municipality.

Transmittal #

State The line number assigned to report monies collected for the

State Transmittal.

Local The line number assigned to report monies collected for the

Local Transmittal.

Screen Priority The number that determines in what order the amount types

will appear on the cash and disposition screens once assessed. The lower the number, the higher the priority. The highest priority is generally the first account/amount collected by the court when partial payments are received.

Default Amount The amount that is associated with a specific cash code, if

the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposition entry and on the Statute File when the specified cash

code is used.

T/A The Trust & Agency number assigned to the cash code, if

assigned.

Cash Codes by Cash Code

Page 1 of Cash Codes by Cash Code - listing begins with T/C cash codes

JIS District Court RUN DATE: 02/09/04 27777 Franklin Road PAGE 1 Southfield, MI 48034 CASH CODES FILE BY CASH CODE - TRAFFIC/CRIMINAL AMOUNT TYPES TRANSMITTAL # SCREEN DEFAULT CODE HOTKEY DESCRIPTION GROUP ACCOUNT ID PERCENTAGE VENUE STATE LOCAL PRIORITY T/A BDCK BADCHECK 307 50.00 BOND FORFEIT BLDG FUND CASH BOND 10% DEP BOND INTERIM BOND SECURITY DEP BOND FORFEIT BLDG FUND (BOND) BD04 560 830 401 271 0 100 BLDG D B X 00 100 350 405 1 350 350 350 BT02 (BOND) 100 411 BT06 (BOND) 100 415 420 1 BT08 COPY FEES
COMM SERVICE
CMV MVC FINE
CMV-LIBRARY
CMV-LIBRARY
CMV-ST FINE CERT CERT COPY 100 CMSV CMVC COMM SERVICE CMV MVC FINE Y 100 70 30 70 60 40 25 75 65 10 591 292 75.00 F 475 305 255 CMVF CMV ST FINE 261 305 300 CMV-ST FINE *SOS DLRF CITY DLRF SOS FEE/JURY 228.57 *228.59 DNA ASSESS DNA-AGENCY *228.47 *228.59 FORENSIC LAB DLRF CLR FEE/DLRF 5 395 25.00 550 CLR FEE/DLRJ 551 047 045 452 390 20.00 DNAC DNA ASSESS C 210 05 60.00 25 EXSP MSP-EXPENSE 08A 055 375 FORENSIC LAB 045 95 05 205 150.00 FORENSIC LAB JRPA JSMO JSNC JAIL REIMBUR STATE COSTS STATE COSTS *228.59 *228.59 100 05 045 265 5.00 2 05 05 045 045 045 40.00 100 215 *228.59 *228.59 225 212 JSSS 3 4 STATE COSTS 05 05 45.00 s *228.59 100 045 220 330 320 40.00 LATE 20% LATE FEE ATTORNEY FEE LATE FEE 100 MFAT MFCS MFEE A C ATTNYFEE COSTS ASSESS 470 c 230 361 250 COSTS ASSESS 100 480 MISC FEES MJTF MISC PEE *228.59 710 045 MJTF MYAC 100 05 5.00 APPEAL FEE 365 370 350 APPEAL 100 10%OF10%BOND COPY FEE *228.20 100 MYBC z K BOND COSTS MYCO MYCR COPY FEES CONS JDG FEE 580 09 09 07 060 065 048 228 209 200 100 *228.20 *228.20 *228.37 10% C VICTIM STATUTE COST FORM FEE 100 90 10 MYCS CONSERV REST v CRIME VICTIM 50.00 460 500 MYPE 7 STATUTE COST C 235 MYFO MYHS FORM FEE HWY SFTY FEE 345 260 315 100 580 045 620 590 *228.59 100 05 5.00 MYIF INSURANCE FE INSURANCEFEE MYMR MYOR MARRIAGE FEE ORDNCE F & C MARRIAGE 100 355 ORD F & C 510 351 246 206 1 R 100 MYRS RESTITUTION (RESTIT) 2

Cash Code Print: by Transmittal Line

The Cash Codes by **transmittal line** is a list of all the cash codes in the system by division, i.e. Traffic/Criminal, Civil and Miscellaneous. Each list is in numerical order by local transmittal line number. (See Sample page 4-32)

This allows you to see all the cash codes in use by the court without having to page through the code file update screen. The information on this list includes:

Code The cash code used in assessing/paying an amount due.

Hotkey The hotkey associated with the cash code, if assigned.

Description Is the description from Description on Receipt field on the

cash code.

Group The group code assigned to the cash code. (See page 4-4

for complete listing.)

Account ID The name of the account or accounts to which the money is

to be disbursed. This appears on the Accounts Breakdown, the Court Summary, the Non-Reported Cash Collected and

the Transmittal Audit.

Percentage The percentage that is broken into the specific Account ID.

Venue An "X" in this field indicates this cash code is reported by

venue/municipality.

Transmittal #

State The line number assigned to report monies collected for the

State Transmittal.

Local The line number assigned to report monies collected for the

Local Transmittal.

Screen Priority The number that determines in what order the amount types

will appear on the cash and disposition screens once assessed. The lower the number, the higher the priority. The highest priority is generally the first account/amount collected by the court when partial payments are received.

Default Amount The amount that is associated with a specific cash code, if

the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposition entry and on the Statute File when the specified cash

code is used.

T/A The Trust & Agency number assigned to the cash code, if

assigned.

Cash Codes by Transmittal Line

		Tub territ		and the second of the second of							
JN DA	TE: 02/09/04			JIS Distri	ct Court					PAGE	
				27777 Fran	klin Road					PAGE	•
				Southfield	. MI 48	034					
					•						
		CAS	H CODES F.	LE BY LOCAL TRA	NSMITTAL # - T	RAFFIC/CRIM	INAL AMO	JNT TYPES	5.6	44 375	
							TRANSM	ITTAL #	SCREEN	DEPAULT	
DE	HOLKEA	DESCRIPTION	GROUP	ACCOUNT ID	PERCENTAGE	VENUE	STATE	LOCAL	PRIORITY	AMOUNT	T/
AL		PREV BALANCE		PREV BAL	100						
MT		PAYMENT		PAYMENT	100				430 435		
AC		DNA ASSESS	C	*228.59	65		0.5	045	210		
AB		FORENSIC LAB	ŭ	*228.59	95		05	045	205	60.00 150.00	
PA		JAIL REIMBUR	F	*228.59	100		05	045	265	5.00	
MO	2	STATE COSTS	s	*228.59	100		05	045	215	40.00	
NC		STATE COSTS	s	*228.59	100	13.5	05	045	225	10.00	
SS	3	STATE COSTS	s	*228.59	100	1.0	05	045	212	45.00	
TC	4	STATE COSTS	Š	*228.59	100		05	045	220		
rF		MJTF		*228.59	100		05	045	250	40.00 5.00	
HS		HWY SFTY FEE		*228.59	100		05	045			
SC		STATE COST	s	*228.59	100	400	05	045	260 240	5.00	
SR		SEC ROAD FEE	F	*228.59	100		05	045	270	10.00	
ST		STATE CST/93	s	*228.59	100		05	045	242	4.00	
VA.		DNA ASSESS	č	*228.55	90		05	045	211		
R.J	J	CLR FEE/DLRJ	·	228.57	75		068	047	211	60.00	
CV	v	CRIME VICTIM	F	*228.37	90		07	048	200		
SP	•	MSP-EXPENSE	R	*228.47	100		08A	055	375	50.00	
CR		CONS JDG FEE	N	*228.20	100		09	060	228		
CS		CONSERV REST	R	*228.20	100		09	065	209		
AY		CHILDREN TRS	••	*228.38	100		1.0	080	385		
RF	5	CLR FEE/DLRF		*SOS DLRF	60	Standard V	. 10	250	395	25 00	
VF	-	CMV ST FINE		CMV-ST FINE	70			300	333	25.00	
SF	6	STATUTE FINE	F	OST FINE	100			300	251		
KF		TRUCK FINE	P	@TRK-LIB	30	100		300	352		
VC		CMV MVC FINE	•	CMV-LIBRARY	30	and the second of		305	352		
VF		CMV ST FINE	F	CMV-LIBRARY	30			305	261		
SA	8	CONV DD FEE	R	CONV DD FEE	100			322			
01	В	CASH BOND	Ô	(BOND)	100	100		350	380 405	125.00	
02	x	10% DEP BOND	ŏ	(BOND)	100			350			3
06		INTERIM BOND	. 0	(BOND)	100			350	411		1
08		SECURITY DEP	Ö	(BOND)	100			350	415		1
RS	R	RESTITUTION	R	(RESTIT)	100			350 351	420		1
rR		TRUST	**	(TRUST)	100			351	206 425		2
OF		PBTN OVRSIGT		PROBATION	100			400	425 540		3
OF	p .	PROBATION FE		PROB FEES	100			400	276		
AB.	-	FORENSIC LAB		FORENSIC LAB	5			451	2/6		
A.C		DNA ASSESS		DNA ASSESS	10			451			
NA		DNA ASSESS		DNA ASSESS	10			452 452			
AC		DNA ASSESS		DNA-AGENCY	25			452			
CV	٧	CRIME VICTIM		10% C VICTIM	10			453			
AT .	A	ATTORNEY FEE		ATTNYFEE	100		1.	470	220		
VC		CMV MVC FINE	P	CMV MVC FINE	70			470	320 255		
cs	·c	COSTS ASSESS	ć	COSTS ASSESS	100			475			
DF	•	ORD FINE		ORD FINE	100	Company of the		480	230 241		
CK		BAD CHECK		BADCHECK	100			481	241 307		
YP	9	PAY PLAN FEE	c ·	656	100			490	307	50.00	

Page 1 of 3 page printout

Hotkeys Print

The **hotkeys** print option will create a list of all the hotkeys created by/for the court. The list will be sorted in symbols, then alphabetic, then numeric order and will NOT be separated by division. (See sample on page 4-34)

This allows you to see all the hotkeys in use by the court without having to page through the Cash Codes or Hotkey Update screens. The information on this list includes:

Hotkey The Hotkey associated with the cash code.

Code The cash code used in assessing an amount due.

Description The 12-character short description of the cash code. This is the

description printed on the receipt.

P# The bar/professional number assigned to this hotkey, if assigned.

Name The name that corresponds to the bar/professional P#.

Page 4-33

Hotkey Assignment

D	ATE: 02	/13/04			JIS District Court			PAGE
					27777 Franklin Road			
					Southfield, MI	48034		
					CASH CODES FILE - HOTER	Y ASSIGNMENTS		
1	HOTKEY	CODE	DESCRIPTION	P#	NAME			
	s	MOTN						
		MYMR	MOTION FEE MARRIAGE FEE					
	A	MFAT	ATTORNEY FEE					
	В	BT01	CASH BOND					
	C iii	MYFC	CIVIL FILING					
	D	MYCD	COMM DISPUTE					7
	F	BD04	BOND FORFEIT			AN FEDERAL		
	G	GARN	GARN FEE	3200	GAY			
	H			59389	HONIG			
	I	MYIF	INSURANCE FE					
	J	JURY	DEM JUR FEE	33059	JARBOE			
	D .	PBSF PBOF	ALC SCREEN PBTN OVRSIGT				4.9	
	P	PARK	PARKING FEE	4041	MIAZGA			
	R	MYRS	RESTITUTION	4041	MIAZGA			
	s	PPSI	PSI PEE					
	V	MYCV	CRIME VICTIM					
	W	WRIT	WRITS					
	X	MYCF	CVL FEES/OTH					
	Y			3201	CARETTI			
	Z	FORM	FORMS FEE					
	1	MYOR	ORDNCE F & C					
	2	MJTF	MJTF	-				
	4	MYHS MYSR	HWY SFTY FEE					
		DLRF	SEC ROAD FEE SOS CLEARANC					
	6	MYSF	STATUTE FINE					."
	7	MYFE	STATUTE COST					
	8	JRPA	JAIL REIMB					

Transmittal Setup Print

The Transmittal Setup print option will create the local transmittal with corresponding line number assignments. The list is in numerical order by transmittal line number. (See Sample on pages 4-38 and 4-39)

The print out allows you to see how you have set up the court's transmittal, without having to page through the Transmittal Setup screen. The information on this list includes:

County County in which the court is located

Name of Preparer Name of the person responsible for preparing and

signing the transmittal

Title Title of the person preparing the transmittal, i.e.

bookkeeper, court administrator, etc.

Phone # Telephone number of the court

Line # Line number the monies are to be reported on for

the actual transmittal

Fund This is the name or number of the fund the monies

are to be deposited into, i.e. "General," "Library,"

etc.

Account Number Account number for the monies reported to the

District Control Unit

Account Name The name describing the account number, i.e.

"Ordinance Fines & Costs," "Forms," "Penal Fines,"

etc.

Add

The line numbers to be totaled together. For From - To example, all the monies collected for "General

Fund" on lines 5 - 80 are summed together on line

100. (See sample of adding on page 4-21)

PAGE

Transmittal Setup

RUN DATE: 3/01/04 99TH DISTRICT COURT

27777 SUNNY LAKE LANE STE 1300

HAPPY VILLAGE, MI 47777

Transmittal Setup

County HAPPYVILLE

BETSY BAKER
Name of Preparer

BOOKKEEPER
Title

249 3528990 Phone #

LOCAL TRANSMITTAL LINE ASSIGNMENTS

Line#	Fund	Account Number	Account Name	Ad From	
001					
002	GENERAL FUND		COURT COSTS	001	001
005			COURT FINE/COSTS	001	001
010			BOND COSTS		
015					
			BOND FORFEITURES		
020			ATTORNEY FEES		
025			SOS CLEARANCE		
030			CRIME VICTIM (10%)		
040			CIVIL FEES		
050			BUILDING FUND		
055	. •				
060			PROBATION FEES		
075			W. C.		
080			SOS CLEARANCE FEES (40%)		
099			SOS CHEMICANCE PEED (40%)		
100	•		TOTAL GENERAL FUND	005	000
198		3	TOTAL GENERAL FUND	005	080
199	STATE FEES			400	
200	SIAIE FEES	200 50	GT1177	198	198
		228.58	CIVIL FILING FEE FUND		
210		228.42	STATE COURT FUND		
220		228.59	JUSTICE SYSTEM FUND		
225			JUROR COMPENSATION REIMBUR		
230		228.57	A) CIVIL JURY DEMAND FEE		
235		228.57	B) CLEARANCE FEE		
240		228.37	CRIME VICTIMS RIGHTS FUND		
250			CONVICTED DRUNK DRIVER		
260		228.47	REIMBURSEMENT-MSP		
265		228.48	REIMBURSEMENT-DNR		
270		228.20	JUDGMENT FEE-DNR		
280		228.38	CHILDREN'S TRUST FUND		
300		220.30	TOTAL DUE STATE TREASURER	200	200
349			TOTAL DOE STATE TREASURER	200	280
350			SOS CLEARANCE FEES (60%)		
369			SOS CLEARANCE FEES (60%)		
370	DUE TO CITIES		ODDINANCE STATE		
l	DUE TO CITIES		ORDINANCE FINES	369	369
371			LIVONIA		
372			SOUTHFIELD		
373			LANSING		
374			ONAWAY		
390			TOTAL DUE CITIES	371	374
399					
400	LIBRARY	701-790	LIBRARY	399	399
405			PENAL FINES/TRUCK FINES	-	
448					
449	T/A ACCOUNTS			448	448
	,			110	110
\					

Transmittal Setup

RUN DATE: 3/01/04 99-2 DISTRICT COURT PAGE

2

27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS, MI 48034

Transmittal Setup

County OAKLAND - 99-2

BESSIE MAY BROOKMAN BOOKKEEPER 801 5551212 Phone # Name of Preparer

LOCAL TRANSMITTAL LINE ASSIGNMENTS

Line#	Fund	Account Number	Account Name	Ad From	
449	T/A ACCOUNTS			448	448
450		3333	BONDS		
460		4444	RESTITUTION		
465			TOTAL T & A ACCOUNT	450	460
499					
500			GRAND TOTAL COLLECTED	005	460

PAGE

Trust & Agency Print

The Trust & Agency print option will create a list of all the Trust & Agency accounts set up by the court. This list will include the three T & A types set up at the implementation of the court (Bond- 01, Restitution- 02 and Trust- 03) along with any others added by the court. The list is in numerical order.

The information on this list includes:

T/A Type The number associated with the Trust & Agency type, for

example: 01 = Bond, 04, may = Overpayments, etc.

Report Title The name assigned on the Report Title line setting up the

T/A type, for example: Bond Listing or Overpayments

Received

Paydown Codes These are the only codes valid to paydown this T/A type

RUN DATE: 2/10/04 99-2 DISTRICT COURT

27777 FRANKLIN ROAD-SUITE 1300

SUNNY SPRINGS, MI 48034

Trust and Agency

T/A Type Report Title BOND LISTING

Paydown Code(s) BD03 BD04 BD31 BD36 BD37 BD39 BD98

T/A Type Report Title

RESTITUTION LISTING

Paydown Code(s) XXRP BD98

T/A Type Report Title TRUST LISTING Paydown Code(s) XXTP BD98

T/A Type

OVERPAYMENTS RECEIVED Report Title

Paydown Code(s) XXOP BD98

Venues Print

The Venues print option will create a list of all the venues set up by the court. This list will include the venue number entered at the time of case entry as well as the description that prints on immediate forms, e.g. Notice to Appear (81/2 x 11). The list is in numerical order with the civil venue at the top. (See Sample below)

The information on this list includes:

Venue The venue number assigned and used at case entry and

when ringing cash receipts

Type Type of venue. C= Civil and T= Traffic/Criminal

Description The name of the venue to receive monies

Transmittal The line number where monies are reported by venue, as

Local Line # defined in the local transmittal setup

Audit Description Short description of venue that appears on the check

endorsement and transmittal audit reports

RUN DATE: 2/10/04 99-2 DISTRICT COURT

27777 FRANKLIN ROAD-SUITE 1300

SUNNY SPRINGS, MI 48034

Venue File

Venue	Туре	Description	Local Transmittal Line #	Audit Description
01	C	COUNTY		COUNTY
01	${f T}$	STATE/COUNTY		STATE/COUNTY
02	T	CITY OF ONAWAY	271	ONAWAY
03	T	CITY OF EAST LANSING	272	EAST LANSING
04	T	CITY OF SOUTHFIELD	273	SOUTHFIELD
05	т	CITY OF LIVONIA	274	LIVONIA

PAGE

Putting it all Together

SUNNY SPRI	NGS	Casl	n Codes Updat	te	
Division Note: Cas	t (T-T/C sh Code & Descrip	otion on Receipt	cellaneou	ıs)	
Cash Code	DLRF	Description	n on Receipt	CLR FEE/DLRF	: -
Group Code	: _	Hot Key <u>8</u>			
Screen Pri	ority <u>310</u>	Default Amo	ount <u>25.00</u>	T/A Type	_
	Account ID *228.30 SOS FEE	Percentage 60 %40 % % %	e Venue - - - -	Transmitt State Form ————————————————————————————————————	al Line# Local Form <u>302</u> <u>080</u> —
F1-Clear F24-Previo	F4-Prompt ous Menu Pa	F5-Venues ge/Roll Ho		ital File F	23-Delete

Cash Code - in Cash Code File with breakdown

```
99-2 DISTRICT COURT
                              43508 CASTLEWOOD
                               NOVI, MI 48375
                                348-352-8991
                    0392461
                               DO1 NO PROOF INS
                    01/29/04
                                    01 TRAF/CRIM POMN
                                               OMH A D101611
                    CASH TRANSCTN
                    01/29/04 POMN
                                                    AMT PAID .
                    SMITH/ALICE/SUSAN
                                                        5.00
                    STATE COST
                                          5.00
                    STATE COSTS
                                          4.00
                                                        4.00
                    MICH JUS TRN
                                       5.00
                                                       5.00
                                          5.00
                    HWY SFTY FEE
                                                        5.00
                    SEC ROAD FEE
                                         10.00
                                                       10.00
                    PENAL FINE
                                         50.00
                                                       50.00
                    PENAL COST
                                         50.00
                                                       50.00
                    PENLTY-STATE
                                        30.00
                                                       30.00
                    20% LATE FEE
                                         45.80
                                                       45.80
                    CLR FEE/DLRF
                                         25.00
                                                       25.00
 Note:CLRFEE/DLRF
                    CLR FEE/DLRJ
                                         20.00
                                                       20.00
as description
                    INSURANC FEE
                                         25.00
                                                       25.00
                    TOTALS:
                                        274.80
                                                      274.80
                    CASH TENDERED
                                                      300.00
                    CHANGE
                                                       25.20
                    TOTAL PAID:
                                                      274.80
                    BALANCE DUE
                                                     0.00
                    A 01/29/04 D101611
                                           274.80
```

Receipt - shows amount collected for DLRF

Close for Day Receipt

Receipt-1

Shows if receipt is 100% certified and all voids and re-rings

Receipt-2

Shows the amount of monies per drawer

Receipt-3

Shows the total amount receipted for each cash code and a total of the money rang

99-2 DISTRICT COURT 43508 CASTLEWOOD NOVI, MI 48375 348-352-8991

01/29/04 DATABASE CERTIFICATION TODAYS DATE AND TIME IS: 02/10/04 13:00

01/29/04

100% -CERTIFICATION- 100%

01/29/04 DAILY ADJUSTMENTS SUMMARY TODAYS DATE AND TIME IS: 02/10/04 13:00

NET ADJUSTMENTS: DRAWER A 0.00 DRAWER B 0.00

REGISTER 0.00

ALL ACTIVITY

99-2 DISTRICT COURT 43508 CASTLEWOOD NOVI, MI 48375 348-352-8991

REGISTER - D1:

NEXT RECEIPT NUMBER TO BE USED: D101617 01/29/04 CLOSE DAY TODAYS DATE AND TIME IS: 02/10/04 13:00

15533.61 DRAWER A TOTALS: DRAWER B TOTALS: 0.00 4756.80 4756.80 6 6 CASH 6638.00 6638.00 9 CHECK 0 0.00 0.00 0 ATM CARD 3 1348.81 3 1348.81 CREDIT CARD 2790.00 1 2790.00 1 OTHER 15533.61 11 15533.61 11 TOTAL MONIES

01/29/04

AMOUNT TYPE BREAKDOWN 01/29/04 ALL ACTIVITY CRIME VICTIM MYCV 438.01 438.01 2 2 STATE COSTS 885.00 JSSS 885.00 1 1 STATE COSTS **JSMO** 240.00 240.00 STATE COSTS **JSTC** 800.00 800.00 1 1 FORENSIC LAB FLAB 300.00 300.00 1 1 STATE COST 260.00 MYSC 260.00 STATE COSTS SCST 172.00 4 172.00 4 MICH JUS TRN MJTF 40.00 3 40.00 3 HWY SFTY FEE MYHS 40.00 3 40.00 3 SEC ROAD FEE MYSR 80.00 3 80.00 3 ORD F&C MYOR 2862.00 2 2862.00 2 PENAL FINE MYSF 2100.00 3 2100.00 3 PENAL COST MYFE 1173.00 2 1173.00 PENLTY-STATE **PNLT** 30.00 1 30.00 1 20% LATE FEE LATE 309.60 309.60 4 CLR FEE/DLRF DLRF 3 650.00 650.00 3 CLR FEE/DLRJ DL R.I 520.00 3 520.00 3 INSURANC FEE MYIF 250.00 2 250.00 TRUST MYTR 50.00 1 50.00 1 PBTN OVRSIGT PROF 690.00 690.00 1 1 CASH BOND BT01 500.00 500.00 1 1 OVERPAYMENT BTOR 500.00 1 500.00 1 MOTION FEE MOTN 220.00 220.00 JURY DEMAND JURY 250.00 2 250.00 2 GARNISH FEE GARN 165.00 165.00 1 1 FORM 8.00 FORM 8.00 1 1 MAILING FEE MAIL 50.00 1 50.00 CVS \$119 STF4 119.00 119.00 1 CVS \$28 STF2 1000.00 1 1000.00 1 CVF \$31 CVL4 62.00 62.00 2 CVF \$17 CVL2 770.00 770.00 1 TOTAL ALL MONIES 15533.61 58 15533.61 58

Close for Day Receipt continued

Rece	ip	t-4
\circ		41

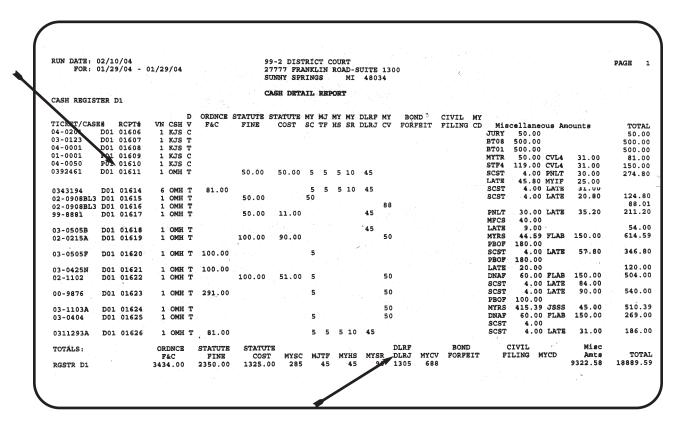
Shows the breakdown of each account and the percentages reflecting the amount of monies to be disbursed to the various accounts

	ACCOUNTS BREA	AKDOWN	01/29/04	12/1	ALL ACTIVITY	
	(BONDS)	100	500.00	1	500.00	1
	(TRUST)	100	500.00	1	500.00	1
	*PENAL FINE	100	2100.00	· 3	2100.00	3
•	*228.30	60	390.00	3	390.00	3
	*228.37	90	394.21	2	394.21	2
	*228.42-MOTN	50	110.00	1	110.00	1
	*228.57	20	440.00	5	440.00	5
	*228.58	100	1119.00	2	1119.00	2
	*228.59	100	2802.00	21	2802.00	21
	CRIME VIC	10	43.80	2	43.80	2
	CVL FILE FEE	100	832.00	3	832.00	3
	FORENSIC LAB	5	15.00	1	15.00	1
	FORMS	100	8.00	1	8.00	1
	GARN FEE	100	165.00	1	165.00	1
	INSUR FEE	100	250.00	2	250.00	2
	JURY FEE	80	200.00	2	200.00	2
	MAIL FEE	100	50.00	1	50.00	1
	MOTN FEE	50	110.00	1	110.00	1
	ORD F&C-CT	67	1917.54	. 5	1917.54	5
	PENAL COST	100	1173.00	2	1173.00	2
	PENALTY	100	30.00	1	30.00	1
	PROB OVERSIT	100	690.00	1	690.00	1
,	SOS FEE	40	390.00	6	390.00	6
	O1 ORD F&C	33	917.73	1	917.73	1
	06 ORD F&C	33	26.73	1	26.73	1
	20% LATE	100	309.60	4	309.60	4
	265	100	50.00	1	50.00	1
	TOTAL OF ACCO	DUNTS	15533.61	72	15533.61	72
\				a bit		/

Receipt-5
Shows Bonds, Restitution, T/A and Grand Total collected

TOTAL	& DEPOSIT TOTA VENUE 01 VENUE 06	9	/29/04 17.73 1 26.73 1	ALL ACTIVI 917.73 26.73	TY 1 1
TOTAL TOTAL	BONDS TRUST		00.00 2 50.00 1	1000.00	2
TOTAL TOTAL GRAND	DEPOSITORY ACC TRUST & AGENCY TOTAL ALL ACC	/ 10	83.61 55 50.00 3 33.61 58	1050.00	55 3 58

Closed Reports: Note these reports duplicate the Close for Day Receipt



Cash Detail Report - shows the receipt as it was rang and part of the totals for the day

UN DATE: 02/10/04 FOR: 01/29/04 - 01/29/	04	99-2 DISTRICT 27777 FRANKLIN SUNNY SPRINGS	COURT N ROAD-SUITE 1300 MI 48034			PAGE
ASH REGISTER D1		AMOUNT TYPE BI	REAKDOWN			
ADII KBGIGIBA DI						
			DEPOS	IT TOTALS	NET ADJUST	ED TOTALS
DESCRIPTION CRIME VICTIM	CODE	ACCOUNT	AMOUNT	COUNT	AMOUNT	COUNT
RESTITUTION	≥ MAGA	*228.37	688.01	7	688.01	. 7
	MYRS	(RESTIT)	459.98	2	459.98	2
STATE COSTS	JSSS	*228.59	930.00	2	930.00	2
STATE COSTS	JSMO	*228.59	240.00	1	240.00	1
STATE COSTS	JSTC	*228.59	800.00	1	800.00	1
DNA - MSP	DNAF	*228.59	120.00	2	120.00	2
FORENSIC LAB	FLAB	*228.59	750.00	4	750.00	4
STATE COST	MYSC	*228.59	285.00	9	285.00	9
STATE COSTS	SCST	*228.59	192.00	9	192.00	9
MICH JUS TRN	MJTF	*228.59	45.00	A. 🛊	45.00	- 4
HWY SPTY PEE	MYHS	*228.59	45.00	4	45.00	4
SEC ROAD FEE	MYSR	*228.59	90.00	4	90.00	4
ORD F&C	MYOR	ORD F&C	3,434.00	6	3,434.00	6
PENAL FINE	MYSF	*PENAL FINE	2,350.00	6	2,350.00	6
PENAL COST	MYFE	PENAL COST	1,325.00	5	1,325.00	5
PENLTY-STATE	PNLT	PENALTY	60.00	2	60.00	2
20% LATE FEE	LATE	20% LATE	636.60	11	636.60	11
CLR FEE/DLRF	DLRF	*228.30	725.00	6	725.00	6
CLR FEE/DLRJ	DLRJ	*228.57	580.00	6	580.00	6
COSTS ASSESS	MFCS	CT COSTS	40.00	1	40.00	1
INSURANC FEE	MYIF	INSUR FEE	250.00	2	250.00	2
TRUST	MYTR	TRUST	50.00	. 1	50.00	1
PBTN OVRSIGT	PBOF	PROB OVERSIT	1,150.00	4	1,150.00	4
CASH BOND	BT01	(BONDS)	500.00	1	500.00	1
OVERPAYMENT	, BTO8	(TRUST)	500.00	1	500.00	1
MOTION FEE	MOTN	*228.42-MOTN	220.00	1	220.00	1
JURY DEMAND	JURY	*228.57	250.00	2	250.00	2
GARNISH FEE	GARN	GARN FEE	165.00	1	165.00	1
FORM	FORM	FORMS	8.00	1	8.00	1 -
MAILING FEE	MAIL	MAIL FEE	50.00	1	50.00	1
CVS \$119	STF4	*228.58	119.00	1	119.00	1
CVS \$28	STF2	*228.58	1,000.00	1	1,000.00	1
CVF \$31	CVL4	CVL FILE FEE	62.00	2	62.00	2
CVF \$17	CVL2	CVL FILE FEE	770.00	1	770.00	1
TOTAL OF MONIES			18,889.59	112	18,889.59	112

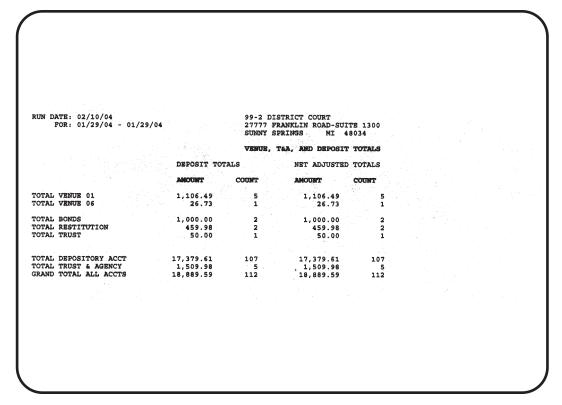
Amount Type Breakdown - showing the total amount collected for the cash code of DLRF

		3011111 2		-SUITE 1300 II 48034			
		MONIES	RECRIVED PER	DRAWER			
SH REGISTE	R D1		DEPOSIT TOTA	LS	NET ADJUSTED TO	OTALS	
PR	GISTER TOTALS				-		
2.0	GISTAR TOTALIS						
AWER A TOTAL							
	TAL AMOUNT PAID IN CASH		7,338.78	14	7,338.78	14	
	TAL AMOUNT PAID IN CHECKS		7,292.00	11	7,292.00	11	
	TAL AMOUNT PAID IN ATM CARDS TAL AMOUNT PAID IN CREDIT CARDS		0.00		0.00	0	
	TAL AMOUNT PAID IN CREDIT CARDS		1,368.81	4 2	1,368.81	4 2	
	TAL TRANSACTIONS AMOUNT/COUNT		18,889.59	21	18,889.59	21	
TO.	TAL VOIDS AMOUNT/COUNT		0.00	0	0.00	0	
TO'	TAL RERINGS AMOUNT/COUNT		0.00	Ö	0.00	0	
mor	TAL TRAFFIC/CRIMINAL AMOUNT/COUNT		15 105 50				
	TAL CIVIL AMOUNT/COUNT		16,195.59 2,694.00	17	16,195.59 2,694.00	17 4	
TO'	TAL MISC AMOUNT/COUNT			0	0.00	0	
				· ·			

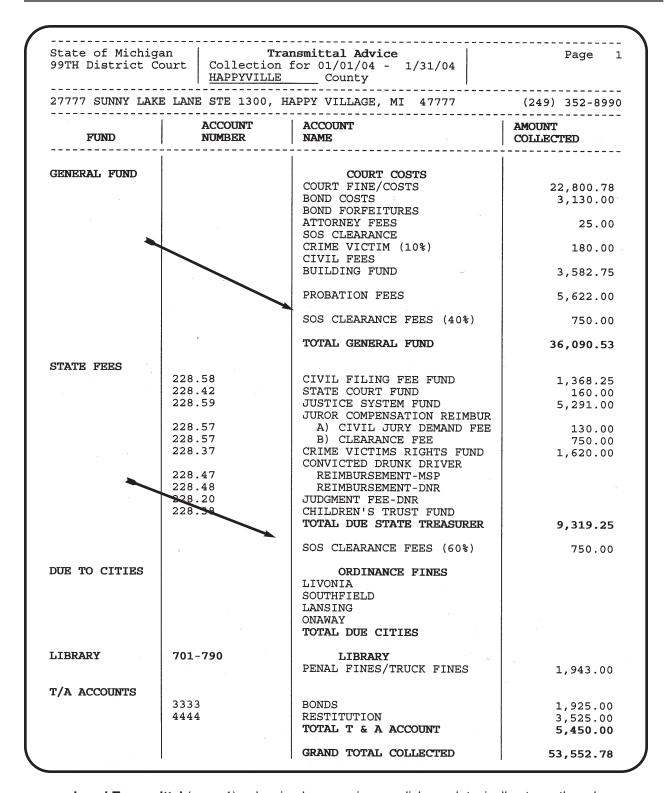
Monies Received per Drawer - only shows total monies for register

RUN DATE: FOR:	02/10/04 01/29/04 - 01/29/	/04	2777	DISTRICT COURT FRANKLIN ROAD SPRINGS M	-SUITE 1300		PAGE
			ACCC	OUNTS BREAKDOWN			
			DEPOSIT 1	COTALS	NET ADJUSTED	TOTALS	
	ACCOUNT	PERCENT	COUNT	AMOUNT	COUNT	AMOUNT	
							." "
	(BONDS)	100	1	500.00	1	500.00	
	(RESTIT)	100	2	459.98	. 2	459.98	
	(TRUST)	100	1	500.00	1	500.00	
	*PENAL FINE	100	6	2,350.00	6	2,350.00	
	*228.30	60	6	435.00	6	435.00	
	*228.37	90	7	619.21	7	619.21	
	*228.42-MOTN	50	1	110.00	1	110.00	
	*228.57	20	8	485.00	8	485.00	
	*228.58	100	2	1,119.00	2	1,119.00	
	*228.59	100	40	3,447.50	40	3,447.50	
	CRIME VIC	10	7	68.80	7	68.80	
	CT COSTS	100	1	40.00	1	40.00	
	CVL FILE FEE	100	3	832.00	3	832.00	
	DNA - COURT	10	2	12.00	2	12.00	
	FORENSIC LAB	5	. 4	37.50	4	37.50	
	FORMS	100	1	8.00	1	8.00	
	GARN FEE	100	1	165.00	1	165.00	
	INSUR FEE	100	. 2	250.00	2	250.00	
	JURY FEE	80	2	200.00	2	200.00	Y
	MAIL FEE	100	1	50.00	1	50.00	
	MOTN FEE	50	1	110.00	ī	110.00	
	ORD F&C-CT	67	- 6	2,300.78	6	2,300.78	
	PENAL COST	100	5	1,325.00	5	1,325.00	
	PENALTY	100	2	60.00	2	60.00	
	PROB OVERSIT	100	4	1,150.00	4	1,150.00	
	SOS FEE	40	12	435.00	12	435.00	
	TRUST	100	1	50.00	1	50.00	
	01 ORD F&C	33	5	1.106.49	5	1,106.49	
	06 ORD F&C	33	1	26.73	1	26.73	
	20% LATE	100	11	636.60	11	636.60	

Accounts Breakdown - showing the 60% portion to be disbursed to the state account (*228.30) and the 40% portion that is the court or funding unit's portion

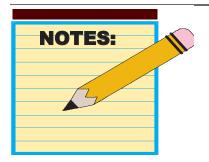


Monies by Venue - only reflects the total monies collected in each venue



Local Transmittal (page 1) - showing how monies are disbursed, typically at month end

All Functi	ion Keys Used in Cash Module
F1 Cash Menu Clear	Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 Page Back	Page back to the previous screen.
F4 Mod Assm Prompt	Modify assessments that are on the screen. With the cursor in the promptable field, display more information
F5 Cashcode Balances/ Venues	Display the balances by cash code (Financial ROA). Hop to Venue file to view or update
F6 Multi Rcpt	Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction.
Add Transmittal File	Add a record, usually in a prompt window. Hop to the Transmittal File to view or update.
F7 Finc ROA	Display the Financial ROA.
F9 Receipt Print Roa	Print the receipt. Print the Financial ROA.
F12 Paym	Process the screen for payment and move to the method of payment portion of the receipt screen.
F13 OutQ	Allows you to change the printer for printing the Financial ROA.
F24 Previous Menu/Exit	Hop to the previous menu/screen without any updating.
Enter Continue	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help	Pressing the HELP key will give you more information about the screen and/or options.



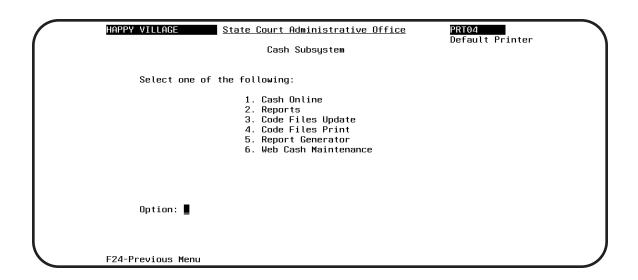
Cash Report Generator

In this chapter you will review all the options available to you to create adhoc reports containing cash assessment and payment type information.



The Cash Report Generator is a program that allows each court to create its own reports base on specific selection criteria. This program was developed to give courts flexibility in obtaining database information that is not necessarily contained in other system reports.

To access the Cash Report Generator Menu, select **Option 5** from the Cash Subsystem Menu as displayed below:





Note: You do not need to be signed on as "CASH" to access this file.

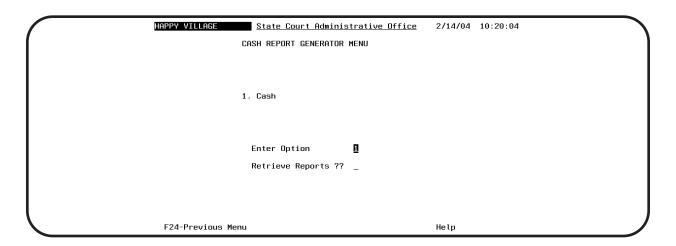
Menu

Reports can be created by pressing **ENTER** then selecting the criteria needed to run the report.

If you wish to retrieve a previously saved report, type an "X" in the Retrieve Reports ?? field and press **ENTER**. After you select this option, a list of previously saved reports will appear.

To select a report, type 1 and press ENTER. To delete a report, type 4 and ENTER.

Displayed below are samples of the Menu and Saved Reports screens



HAPP	Y VILLAGE REPORT GENERATOR	SAVED REPOI	RTS		2/14/0	4 10:59:20	
	Enter Option: 1-S	elect 4-I	Delete				
- - - - - - - - - -	NO PMT SINCE PBOF ASSESSED VOIDS & RERINGS ALPHA 11-19-03 ASSEM VS PMT - AGENC ASSM V PYMT, BAL-*AA ASSM VS PYMT ASSMENTS/AMT-JUDGE ASSMENTS/AMT-MYOR CASH PMTS W/CASHIER CHECK AMT & NUMBER CHECKS W/CASE JULY03 CHECKS W/NAME 6-7/03 CIVIL JURY PMTS 11X8	D9990BKD D9990BKD D9990BKD D9990DCS D9990DCS D9990DCS D9990DCS D9990DCS D9990DCS D9990DCS D9990DCS	CASH CASH CASH CASH CASH CASH CASH CASH	*STD *STD *STD P172 P172 *STD *STD *STD *STD P172 *STD *STD P172	1 SPACES		
_	CIVIL- CHECK PMTS	D9990DCS	CASH	*STD	1 SPACES	SUMMARY	
F24-	Previous Menu				Help		

Report Selection

The Cash Report Selection has two full screens of options to be selected. Choose any number of fields. However, your request must include something in the *Receipt Information* or *Assessment/Payment Information* sections.

HAPPY VILLAGE Title	CASH REPORT GENERATION SELECTION	2/14/04	10:20:52
	Receipt Information		
_ Receipt #	Register		
_ Receipt Date _	Drawer	_	
_ Cash	_ Cashier		
_ Check #			
_ Other	_ Venue	_— — —	- — —
_ ATM Card Credit Card		5	
_ credit card	Assessment/Payment Information		
Assessment Date	Payment Date	_	
			_
_ No Pymt Since			
	_ Balance as of .		
_	Traffic/Criminal & Civil Case Informa	tion	
_ Case No	Filing Date		·
_ Name	_ Close Date		·
_ Case Type	Civil Judge		
_ Status			
F24-Previous Menu	Page/Roll	Help	

HAPPY VILLAGE _ PO Judge _ Judge of Record _ Next Judge _ Next Date	ASH REPORT GENERATION SELECTION Traffic/Criminal Case Information Offense Date Vehicle Type Agency Officer Next Action	
_ Original SOS _ Original Att/Cons/Sol _ Civ/Misd/Fel	Current Att/0 Disposed Code	Cons/Sol
_ Event Date _ Event Clerk	Detail Information Event Code _	
F24-Previous Menu	Page/Roll	Help

Selection Criteria

Field Name	Print/Wild	Select/Wild	Sort 1-9	Р	S	X	В	0	Α
Receipt #	Y	Y	Y	Υ	Υ				
Receipt Date			Y	Υ	Υ				OR
Register			Y	Υ	Υ				
Cashier			Y	Υ	Υ				
Drawer			Y	Υ	Υ				
Venue			Y	Υ	Υ				
Check #	Y	Y	Y	Υ	Υ	Υ	Υ		
Division			Υ	Υ	Υ	Υ	Υ		
Credit Card	Y	Y	Y	Υ	Υ	Υ	Υ		
Voids & Rerings			Y	Υ		Υ			
ATM Card	Y	Y	Y	Υ	Υ	Υ	Υ		
Cash			Υ	Υ	Υ	Υ	Υ		
Other			Y	Υ	Υ	Υ	Υ		
Assmnt/ Paymnt Amount			Υ	Υ	Y				
Payment Date			Y	Υ	Υ	Υ	Υ		OR
Assessment Date			Υ	Y	Y				OR
Cash Code			Y	Υ	Υ	Υ	Υ	Υ	Α
No Payment Since			Y	Υ	Υ	Υ	Υ		
Balance Due			Y	Υ	Υ	Υ	Υ		
Case No.	Υ	Y	Y	Υ	Υ				
Filing Date			Y	Υ	Υ				
Name			Y	Υ					
Close Date			Y	Υ	Υ	Υ	Υ		Α
Case Type			Y	Υ	Υ				
Civil Judge			Y	Υ	Υ	Υ	Υ		
Status			Υ	Υ	Υ				
PO Judge			Y	Υ	Υ	Υ	Υ		
Offense Date			Y	Υ	Υ				
Judge of Record			Y	Υ	Υ	Υ	Υ		
Vehicle Type	Y	Y	Y	Υ	Υ	Υ	Υ		
Next Judge			Y	Υ	Υ	Υ	Υ		

Selection Criteria cont'd

Field Name	Print/Wild	Select/Wild	Sort 1-9	Р	S	X	В	0	Α
Agency			Y	Υ	Υ	Υ	Υ		
Officer			Y	Υ	Υ	Υ	Υ		
Next Date			Y	Υ	Υ	Υ	Υ		
Next Action			Y	Υ	Υ	Υ	Υ		
Original Charge			Υ	Υ	Υ				
Current Charge			Υ	Υ	Υ				
Original SOS			Y	Υ	Υ	Υ	Υ		
Current SOS			Y	Υ	Υ	Υ	Υ		
Original Att/Cons/Sol			Y	Υ	Υ	Υ	Υ		
Current Att/Cons/Sol			Y	Υ	Υ	Υ	Υ		
Civ/Misd/Fel			Y	Υ	Υ				
Disposed Date			Y	Υ	Υ	Υ	Υ		
Disposed Code			Y	Υ	Υ	Υ	Υ		
Sentence Date			Y	Υ	Υ	Υ	Υ		
Event Date			Y	Υ	Υ				
Event Code			Υ	Υ	Υ				Α
Event Clerk			Y	Υ	Υ				

Selection Criteria Options

Selection Character	Function	
Р	Select and Print a given field	
S	Select a field but do NOT print a column for that information. (e.g. an "S" in front of the Status status with an "O" behind it will give a report listing only matters that are pending, but would not print a column on the report with the word <i>PEND</i> after each case	
1-9	Sort the data on the report up to nine different ways. (e.g. "1" in front of the Name field will sort the data in alphabetical order by last name. If a "1" in front of Offense Date and "2" in front of Name, the report would be sorted alphabetically within each separate offense date.)	
х	Include only those cases that have that data item. (e.g. "X" in front of Check, will only report payments a check was indicated as method of payment)	
0	Omit cases where the database field match the selected criteria. Currently is only valid in the Cash Code field to exclude certain cash code payments from report, i.e,. bond postings (BT01/BT02)	
В	Print and include cases where the database field is blank or zero. Selection field must be blank; column won't print on report	
Α	Print and include only those cases that have ALL the indicated "codes" (this AND that). It is also used in the date range field to indicate OR (this date OR that date)	

Fields with a blank after them may be selected, printed or sorted (e.g., Case Type), Fields without a blank after them can only be printed and sorted (e.g., Name).

You can print and select a range for fields with a "_____ - ____" after the field name. For example:

<u>P</u> Receipt Date <u>010104</u> - <u>013104</u> or

S Balance Due 100 - 1000

Wildcarding

The purpose of wildcarding is to group cases with similar data on the same report. It allows the user to create reports for specific purposes, i.e. all alcohol offenses issued in 2003. To use the wildcard asterisk(*), type an asterisk at the point on a field where the information would be different. Anything that follows the asterisk is valid. See the chart below for more information.

FIELD NAME	WILDCARD	EXAMPLE		
Receipt #	*	D25*		
Check #	*	15*		
Credit Card #	*	Visa* or 449*		
ATM Card	*	225*		
Case Number	*	03*		
Original/Current	*	333*		
Charge				
Original/Current	AA	AA in code field (all		
SOS	AA	alcohol offenses)		
Vehicle Type	TR	TR in type field (all		
vernicle Type		truck type vehicles)		

Field Descriptions

Receipt # Receipt number as printed on the receipt

Receipt Date

Date the actual receipt was rang (not re-printed). The "A" func-

tion available. See chart on page 6.

Register Register number receipt was rang (i.e. D1, D2 etc.)

Cashier Initials of cashier who rang the receipt

Drawer Drawer the cashier rang the receipt into (i.e. A or B)

Venue Venue indicated on the cash receipt

Check # Method of Payment and/or check number indicated on receipt

Division Division receipt was rang:

T = Traffic/Criminal, C = Civil, M = Miscellaneous

Credit Card Method of Payment and/or card type/number indicated on receipt

Voids & Rerings Receipts that have been voided and re-rings of voided receipts

ATM Card Method of Payment and/or ATM number indicated on receipt

Cash Method of Payment indicated on receipt

Other Method of Payment indicated on receipt (usually bond applied)

Assmnt/Paymnt Either the amounts connected to the Assessments or Payments (Assessments can include those assessed at case entry, disposi-

tion or through the Cash Screen)

Payment Date

Date the payment was taken. The "A" function available. See

chart on page 6.

Assessment Date Date the case was assessed monies. The "A" function available.

See chart on page 6.

The codes used to assess monies (i.e. MFAT = Attorney Fees).

The "A" function available. See chart on page 6.

No Payment Since No payment has been received since the date indicated

Field Descriptions cont'd

Balance Due Balance due on the case/charge as of the date the report ran.

Can indicate in whole dollar amounts a specific amount or range

of amount due.

Balance as of Balance due as of the date indicated in this field.

Case Number Number indicated in Case field on the receipt screen (regardless

if case is entered on the system or not). Wildcard function is

available for this field, for example, 04*

Filing Date The filing date indicated on the Case Entry screen.

Name The name entered on Case Entry screen (if case not on system,

name field will be blank) This field will use 2 columns to print.

Close Date Date the case was closed. The "A" function available. See chart

on page 6.

Case Type Case type indicated on the Case Entry screen (screen edits for

valid case types).

Civil Judge The judge assigned on the Civil Case Entry screen.

Status Current status of case in question, valid options are:

O=Pending, P=Probation, W=Warrant, D=Disposed, C=Closed

PO Judge Proceeding judge or judge indicated as holding the proceeding

(i.e. pre-trial, trial etc)

Offense Date The date the offense was committed as indicated on the T/C

Case Entry screen.

Judge of Record The bar number of the judge that is indicated in the Judge of

Record field on the case Entry screen, if indicated.

Vehicle Type Up to four, two character codes for vehicle type. A listing of valid

vehicle types can be found in the Appendices of the

Traffic/Criminal User Guide. Vehicle type TR can be used as a

Wildcard for all truck types.

Next Judge The bar number of the judge that is associated with the next

action on the case

Field Descriptions cont'd

Agency The designated law enforcement agency number. This is usually

all or part of the agency ORI number.

Officer The badge number for the officer entered on the case.

Next Date Date(s) or date range signifying the last event scheduled for the

case. If only one date was/is scheduled, that date will be the

"Next Event" scheduled on the case.

Next Action A four-character scheduling (AJ) code corresponding with the

"Next Date" field. Scheduling codes can be found in the

Appendices of the Traffic/Criminal User Guide.

Original Charge The original charge code entered for the case. A Wildcard

search may be performed by putting an asterisk (*) in the charge code field after the common denominator begins, e.g. 750* will

give you all the charge codes with a common beginning of 750.

Current Charge Current charge code, e.g. 1200. This would be different from the

Original Charge field if there has been a reduction or amendment to the original charge. The **Wildcard** requests may be used with

this field. (See Original Charge)

Original SOS Original 4-digit Secretary of State (SOS) code associated with the

charge. All charges do not have SOS codes associated with them. By entering an AA (all alcohol) **Wildcard** in the first field to the right of Original SOS, you will be able to access information

on all alcohol related cases

Current SOS Current SOS code, e.g. 1800. This would be different from the

Original SOS field if there has been a reduction or amendment to the original charge. The **Wildcard** requests may be used with

this field. (See Original SOS)

Original For the Original Charge, place an A, C or S in this field for

Att/Cons/Sol Attempt, Conspire, or Solicit

Field Descriptions cont'd

Current For the Current Charge, place an A, C or S in this field for

Att/Cons/Sol Attempt, Conspire, or Solicit.

Civ/Misd/Fel The statute classification of the charge. Use C, M or F in this

field for Civil Infraction, Misdemeanor or Felony.

Disposed Date The date(s) or range of dates a disposition occurred on a specific

charge.

Disposed Code A two-digit disposition code. You may select up to four different

codes. These codes can be found in the Appendices of the

Traffic/Criminal User Guide.

Sentence Date The date(s) or range of dates of sentencing. The date the fine,

costs, jail, probation or community service was assessed. The case must be disposed and have other sentencing variables, e.g.

fines/jail etc., in order to calculate a sentencing date.

Event Date The date(s) or range of dates any type of proceeding or action

occurred on a case. All activities on a case are associated with a particular date and are given a detail record. When selecting an event date, enter a small range (e.g. 010102 - 013102) to facilitate processing. The "A" function available. See chart on page 6.

Event Code A four-character event code that occurred on a case. For exam-

ple AJ01-Scheduled for Arraignment or POPP-Partial Payment. If multiple codes are Selected or Printed, your report will reflect any case that uses any of the specified codes. If you want a report to select cases in which two or three selected codes are used for each case, type an "A" in front of Event Code as a **Wildcard** and

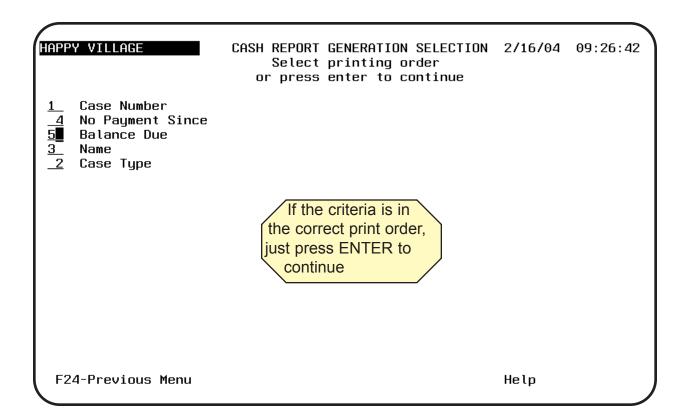
you will get cases that have **ALL** the codes you selected.

Event Clerk The two or three character initials for a specific clerk, This field is

used in conjunction with the Event Date and Event Code fields.

Selecting the Print Order

Once the criteria has been selected press **ENTER**. The screen displayed below will appear. This screen will allow you to select what order you would like the columns to appear across the page of the report. Once you have them in the correct order you may press **ENTER** to continue or press **F24** to take you back to the selection screens to change the criteria you previously selected.





Any field without a number will go to the bottom of the list or last on the report.

Requirements for Running Report Generator

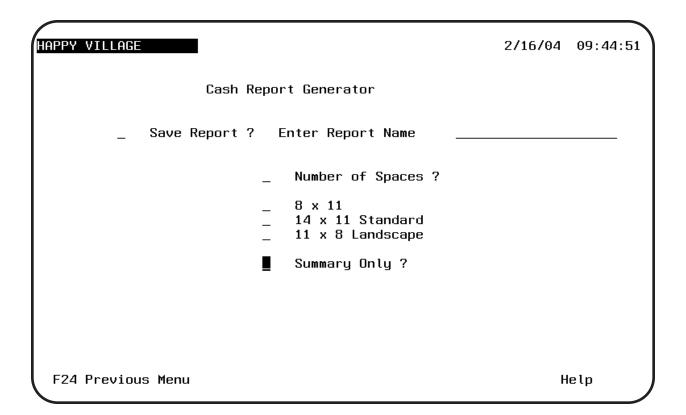
The following information may be helpful to review before submitting a report for processing.

- Report must have at least one field selected in either Receipt or Assessment/Payment Information section.
- The Division field will help you limit the search for particular types of receipts, i.e. Traffic/Criminal, Civil or Miscellaneous.
- "O" in front of the Cash Code field will allow you to exclude from the report a particular cash code. (This might be used if you do not want bonds, restitution or trust & agency receipts.)
- Unless Voids & Re-rings are selected those receipts will NOT be included in the report. (That means the receipts that were voided and the recepts used to void the original receipt. The corrected re-ring becomes the original receipt and would be included when the "Receipt" field is selected.)
- To get a report that includes all assessments vs all payments for a particular cash code (i.e. MFAT): Select Assessment Date AND Payment Date, along with the cash code of MFAT. (See sample on page 16.)
- If you select Receipt Date and Assessment Date the search would only include assessments that were made through Cash only.
- Cash Code field: If selected, the Summary totals will be printed at the bottom of the report for each and every cash code included on the report (Individual Totals and Grand Totals).

Page 5-13

Saving and Generating a Report

Once the print order has been defined, press **ENTER**. The following screen will be displayed. After you have completed this screen, press **ENTER** to submit the report for processing.



Save Report	Type an "X if you want to save this report for future use. It can be retrieved from the initial Report Generator Menu.
Enter Report Name	If you are saving this report, type the report name in this field. It is usually abbreviated from the title given on the selection screen.
Number of Spaces	Enter the number of blank spaces to be inserted between cases on the report, choices are 1-9.

8x11	Type an "X" if this report is to be formatted for 8x11 paper size. The report will print 7 columns across, 10 characters per column and 50 detail lines per page.			
14x11 Standard	Type an "X" if this report is to be formatted on 14x11 *STD paper (green bar). This will print landscaped on a laser printer. The report will print 7 columns across, 15 characters per column and 50 detail lines per page.			
11x8 Landscape	Type an "X" if this report is to be printed on a laser printer in landscape format. The report will print 10 columns across, 15 characters per column and 63 detail lines per page.			
Summary	If all that is needed is the number of cases that meet the criteria, place an "X" in this field. Note: This means NO detailed information will be printed on this report.			

Sample Report Generators

	CASH REPORT GENERATION SELECTION 2/16/04 10:40:48 VMENTS 1/1/03-12-31-03 ATTY FEES	
Receipt # _ Receipt Date _ Cash _ Check # _ Other	Receipt Information	
_ ATM Card _ Credit Card		
P Assessment Date1010 P Amount S Cash CodeMFAT	Assessment/Payment Information <u>3 - 123103</u>	
_ No Pymt Since	_ Bal Due	
	Fic/Criminal & Civil Case Information Filing Date Close Date Civil Judge	
F24-Previous Menu	Page/Roll Help	

Report 1 - Will produce a report of all attorney fees (MFAT) assessed and paid

HAPPY VILLAGE			2/16/04 10:40:48
litle <u>MYUR CULL</u>	<u>ECTED FOR VENUE SOUTHFI</u>	ELD IN 2003	-
	D/ T		
	-	nformation	
_ Receipt #		_ Register	
_ Receipt Date		_ Drawer	_
_ Cash		_ Cashier	
_ Check #		_ Division	
_ Other		<u>S</u> Venue	<u> 95 </u>
ATM Card		Voids & Rering	 IS
Credit Card		_	
	Assessment/Paum	ent Information	
Assessment Da	te		10103 - 123103
P Amount		_ · -g	
	MYOR		
_ No Pumt Since		Bal Due	
_ 1.0 . g 011.00		_ Balance as of	
	Traffic/Criminal &		
P Case No.	manne, ci iminat u	_ Filing Date	-
P Name		_ Close Date	
		<u> </u>	
_ Case Type		_ Civil Judge	
_ Status			
F24-Previous M	enu Page/Ro	l l	Help

in 2003

Report 2 - Will produce a report of all ordinance fine/costs (MYOR) for Southfield (Venue 05) paid in 2003

HAPPY VILLAGE Title <u>CI FINES CO</u>	CASH REPORT GENERATION SELECTION LECTED BY POLICE AGENCY IN 2003	2/16/04 10:40:48
_ Receipt Date _ _ Cash _ Check # _ _ Other _ ATM Card _ _ Credit Card _	Receipt Information 	
P Amount Cash Code No Pymt Since	 Bal Due Balance as of	
P Case No _ Name P Case Type _ Status	Traffic/Criminal & Civil Case Informa	tion
F24-Previous Menu	ı Page/Roll	Help

(page 1)

HAPPY VILLAGE	CASH I	REPORT GENERATION Traffic/Crimir		2/16/04	11:08:08
		Case Informati			
_ PO Judge			Fense Date	_	
_ Judge of Record		_	nicle Type		
_ Next Judge		<u>S</u> Age	٠.	834	
		_	Ficer		
_ Next Date		Nex	kt Action		
		Cui _ Cui Dis	rent Charg	ons/So l	
_ Event Date _ Event Clerk		Detail Informa Eve	ation ent Code		
F24-Previous Menu		Page/Roll		Help	

(page 2)

Report 3 - This report will show the total monies collected for civil infractions for the police agency 834

(HAPPY VILLAGE		EPORT GENERATION SELE 3 & BAL DUE - PROB ST		11:20:02	
	TICCO NO TIME	TO DINGE GROOVE	o w biie boe i mob oi			
			Receipt Information			
	_ Receipt #		·		_	
	_ Receipt Date		Drawer	_		
	_ Cash		_ Cashier			
	_ Check #		_ Division			
	_ Other		_ Venue			
	_ ATM Card		Voids &	Rerings		
	_ Credit Card					
			ment/Payment Informat			
		ate		Date		
	_ Cash Code				-	
	P No Pymt Since	e <u>063003</u>	_			
		T 551 10	-	as of		
	D 0 N-	Traffic/Ur	iminal & Civil Case I			
	P Case No.		_ Filing D			
	_ Name		_ Close Da Civil Ju		·	
	<u>P</u> Case Type S Status		_ CIVIC Ju	uye		
	<u>ა</u> ა (a (us	└ ■				
	F24-Previous N	1enu	Page/Roll	Help		

Report 4 - This report will reflect cases in probation status that have not made a payment since 6/30/03, showing the last date a payment was made and the current balance due

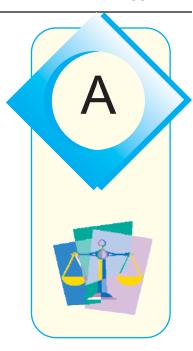
HAPPY VILLAGE							
P Receipt Bate - - Register -					2/16/04	11:20:02	
P Receipt Date 010504 - 010904 _ Drawer _ Cashier S Check # 1234 _ Division _ Division		Re	•				
Cash Cashier S Check # 1234				_			
S Check # 1234 Division Other Venue		<u>010504</u> - <u>01090</u>	<u> </u>		_		
Other			_				
ATM Card	_	1234	_				
			_		_— — —	<u> </u>	
Assessment/Payment Information _ Assessment Date Payment Date _ Amount				voias & kering	S		
Assessment Date Payment Date	_ creatt cara		 nt/Paument	Information			
Amount	Occasement Da				_		
	_			rayment bate			
Balance as of Traffic/Criminal & Civil Case Information P Case No _ Name Close Date P Case Type	_			Bal Due		•	
Traffic/Criminal & Civil Case Information P Case No Filing Date Name Close Date P Case Type Civil Judge	_ 110 1 9 111 011100						
P Case No. Filing Date Name Close Date P Case Type Civil Judge		Traffic/Cri	_				
_ Name	P Case No.						
P Case Type Civil Judge	Name						
_ Status _ <u>I</u>	P Case Type			Civil Judge			
_	_ Status		_	_			
		_					
F24-Previous Menu Page/Roll Help	F24-Previous Me	enu	Page/Roll		Help		

Report 5 - Will find the case number a particular check was rang on. *Note: We have a date range in the receipt field, not knowing the exact date of the receipt.*

Cash - 2004 Appendix

Appendices

These Appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a helpful guide.



Appendix	Description		
Α	Running out of Paper		
В	Common Codes		
С	Commonly Asked Questons		
D	Help Desk Fax Sheet		
E	JIS Enhancement Request Form		
F	Request for JIS Training		

Running out of Paper

When the cash printer runs out of paper, the screen displayed on this page will appear. Follow the sequence of events listed below:

- 1. Re-load paper into the printer and press the Load/Form Feed button and/or the Start/Stop button. Make sure the Power and Ready lights on the printer are both solid green.
- 2. Answer the message that has appeared on your screen with an "i" and press **ENTER**.



Make sure you re-load the paper into the printer BEFORE you answer the message on the screen!

Additional Message Information Message ID : CPA5335 Severity : Message type : Inquiry 02/21/04 14:03:16 Date sent : Time sent : Message : End of forms on printer PRT09. (C H I PAGE 1-9999999) Cause : File QPSPLPRT in library QSYS was being processed when an end of the forms occurred. Recovery . . . : Do one of the following and try the request again. Possible choices for replying to message C -- To cancel the printer writer, 1. Press Stop only if Start and Stop are two separate keys. 2. Load the new forms. 3. Press Cancel. 4. Press Stop and Start, or press Start/Stop. 5. Type a C. More... Type reply below, then press Enter. Reply j ______ ____ F3=Exit F6=Print F9=Display message details F12=Cancel F21=Select assistance level

Commonly Used Codes

	COMMON CODES					
Plea Codes Disposition Codes						
01	Guilty	01	Guilty as Charged (Bench Trial)			
02	Not Guilty	02	Guilty-Added Offense (Bench Trial)			
03	Stood Mute	03	Guilty-Included Offense (Bench Trial)			
04	Not Guilty entered by Court	04	Found Guilty by JURY			
05	Nolo Contendere	05	Found Not Guilty by Judge			
06	Stood Mute-Not Guilty entered by	06	Found Not Guilty by JURY			
ĺ	Court	80	Dismissed			
07	Exam Demanded	09	Exam Conducted; Def Bound Over			
08	Exam Waived	10	Exam Waived; Def Bound Over			
09	Admit Responsibility	14	Disposed on Guilty Plea (Misd)			
10	Admit Responsibility w/Explan.	15	Disposed on Plea of Nolo Contendere			
11	Deny Responsibility	16	Exam Conducted; Charge Dismissed			
12	Exam Ordered by Court	19	Default Judgment (Civil Inf)			
13	Exam Demanded by Prosecutor	23	Judgment Rendered (Civil Inf)			
		24	Found Not Responsible (Civil Inf)			
Ī		25	Order of Nolle Prosequi Entered			
Ī		26	Dismissed by Party			
		40	Found Responsible (Civil Infraction)			
Frequently used codes are highlighted						
ĺ						

Misdemeanors:

If **PLEA** is **01** (Guilty), use **DISPOSITION 14** (Disposed on Guilty Plea)

Civil Infractions:

If **PLEA** Code is **09** (admit responsibility), **10**, (admit w/explanation) or **11** (deny responsibility), use **DISPOSITION** code: **23** (judgment rendered) **24** (found not responsible) or **40** (found responsible after hearing)

	Bond Posting Codes					
BT01	Cash Bond					
BT02	10% Cash Bond					
ВТ06	Interim Bond					
BT08	Security Deposit					
ВТ09	Combination Bond					

	Bond Paydown Codes				
BD03	Bond Refund				
BD04	Bond Forfeited				
BD31	Bond Transferred to Circuit Ct				
BD36	Bond Costs				
BD37	Bond Applied to Fines & Costs				
BD39	Bond Transferred to Another Ct				
BD98	Bond Escheated				

Commonly Asked Questions

1) Why won't the computer allow me to void a multi receipt?

This normally happens if the amount paid is not filled in the method of payment section, i.e., Cash/Check/ATM/Credit Card/other.

- 2) Printer jammed while printing Close For Day Receipt, what should I do?

 First back out of cash to the District Court Systems Menu, if possible).

 Fix the printer and alignment. This should allow you to select Option 3 to Close for Day again. This will produce another close for the day receipt.
- **Note:** If you re-open for another day and ring any receipts, you will not be able to get another close for day receipt. Use cash Detail reports instead.
- 3) Printer jammed while printing Close for Day and I already opened for the next day.

If you have not begun to ring receipts for the next business day, close for the day and open for today's date, then close for the day again. This will re-print your Close for Day receipt. Now you may open for the next day's business and continue receipting.

Note: If unable to re-print the Close for Day receipt, the Cash Detail report will give you the same information as the Close for Day receipt.

- 4) Printer jammed or ran out of paper during a multi receipt.
 - A. Try to reprint the receipt using Option 11 OR
 - B. Select Option **10** from the Cash Menu, Print Adjustments, to verify if you are 100% certified or need to do a reconstruct of the receipt
 - C. Reconstruct the receipt, Option 20, if necessary
- 5) Trying to ring a receipt but keeps highlighting Password.

Cashier has not been opened for the day. Back out to the Cash Transaction Processing Menu and Open for Individual, Option 2.

6) I was interrupted while doing a void and didn't re-ring right away. How can I re-ring now? It doesn't give that option anymore.

Go back into Option **7**, Void / Re-ring, type the receipt number and date of the receipt voided, press **ENTER**. Once **ENTER** is pressed, a message will be displayed #xxx voided, you will also have the option to Re-ring the receipt. Continue with your re-ring!

Page IV

7) My Close for Day receipt does not have the same total as my cash reports.

Someone may have requested the cash reports before ALL registers were closed for the day **OR** a cashier may have re-opened for the day after cash reports were requested and ran receipt(s). Just request the cash reports again.

Note: The cash reports would have printed an extra page with "WARNING Register Dxx Open". The person requesting the reports would also have received

this warning message on the reports screen.

8) Receipt was rang in Drawer A and later voided from Drawer B. Will my cash reports still be accurate?

Yes, your summary cash reports will be accurate. However, the actual drawers will be off the amount of the ring/void. If you require each drawer to balance, then cashiers will have to reverse what they have done, (i.e., Drawer A will have to void the receipt and Drawer B will have to "ring" the receipt - CALL JIS if you have ANY questions before doing this transaction).

9) Print receipts skipped a number.

Re-print the missing receipt number. If you have receipted a case twice in error, void one of the receipts.

10) New employee needs to be added as a cashier, what do I do?

Cashiers are added through the Administrative sign-on. If you are not familiar with this, see the court administrator.

11) I am trying to add a new cash code AND a hot key with one entry on the Cash Code Update screen. Can I do this?

Yes. See sample on page 4-11.

- 12) I don't balance. What do I do?
 - Check for 100% certification
 - Refer to Supreme Court checklist (not part of JIS manual)
 - Work with Monies Per Drawer portion of the Close for Day receipt Where are you off - cash? checks?
 - Too little cash? Was receipt rung twice? Check receipts.
 - Verify the endorsements on back of check with actual check amount
 - If using multiple registers and balancing to cash reports; were all registers closed when reports were requested? Re-run you cash reports.
 - Did you void a prior day receipt and ring it as a new receipt instead of doing a re-ring? Did you forget to re-ring it entirely?
 - Look for missing receipt numbers. Try re-printing the receipt. Did the cashier ring it twice because the first receipt didn't print?

- 14) I can't balance by bond account. What do I do?
 See page 3-55 for a list of things to review.
- 15) Why is the cash code highlighting with the message "2 or more TA cash codes"?

Because you have more than one cash code on the receipt screen that is trying to write a T/A (Trust and Agency) record for the same account, e.g. T/A04 for attorney fees (MFAT) and T/A 04 for cost of prosecution (PROS). If this occurs, ring the second T/A cash code separately.

Page VI

Help Desk Fax Sheet

Fax copies are sometimes hard to read. Please print legibly or type the information.

	Court	
	Phone ()	Ext
	Fax #	
Problem Description:		
Research Conducted:		
Attachments:		
ROA ☐ Financial ROA ☐ Other ☐		

Fax to JIS: (248) 352-8715

JIS Enhancement Request Form

Enhancement Classification	Name:		
		Court Admin	istrator
Traffic/Criminal	Court		
Civil	Court.		
Bond/Trust/Cash	Dhono: /	\	⊏v#
Probation	Phone. ()	Ext
Other	Data:		
	Date		
F-h			
Enhancement/Change:			
Reason for Enhancement/Char	nge:		
Fax to	JIS: (24	8) 352-8715	

Page VIII

Request for JIS Training

Re	quested by:	Court Administrator		Court:		
Cont	act Person:					
	Phone: ()		_ Ext			
	escribe a general overviev					
Training	Dates & Location:					
	Technical Services Representative:					
Tentative Schedule						
Time	Employees to be	Trained/Topics to	be Covere	Estimated Time (Hrs)		
Time	Employees to be	Trained/Topics to	be Covere			
Time	Employees to be	Trained/Topics to	be Covere			
Time	Employees to be	Trained/Topics to	be Covere			
Time	Employees to be	Trained/Topics to	be Covere			
Time	Employees to be	Trained/Topics to	be Covere			
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